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CONSERVATION LICENSING PROCESSING



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DEPARTMENT OF FISH AND GAME
CENTRALIZED SERVICES DIVISION

CONSERVATION LICENSING PROCESSING
PROPOSED SYSTEMS DESIGN

September 1, 1978

Prepared By

MONTANA SYSTEMS DEVELOPMENT
2001 11th Avenue
Helena, Montana 59601



CONSERVATION LICENSING PROCESSING

PROPOSED SYSTEM DESIGN

PREFACE

The contents of this document have been prepared for personnel in the Centralized Services Division, Department of Fish and Game and those interested in effective management of the Department's licensing structure.

This document is intended to describe the basic requirements of the Conservation Licensing Processing system. Agreement on these requirements within the Department is important. A basis for common understanding and accord between the Department and Montana Systems Development is even more important, since the ensuing system development effort will be guided by this Proposed System Design.

The Proposed Systems Design contains the results of the preliminary design phase within the system development life cycle of the proposed system.

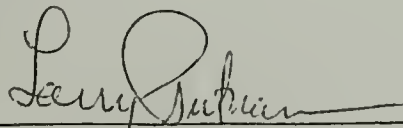
The purpose of this phase is to gather and document user requirements, review the requirements with the user, and gain concurrence and formal acceptance so that the Detail System Design can be initiated.

This document represents an objective view of the individuals performing the system study and analysis, and is based on interviews with responsible individuals, user committee meetings, and existing documentation.

It is intended that this document be used to:

- * Identify "real" problems, needs and objectives.
- * Provide all responsible individuals with the knowledge needed to make decisions regarding the functions (design) of the system.
- * Provide Montana Systems Development with user approved requirements needed to develop a Detail System Design that meets those requirements.
- * Provide a basis for a common understanding of the project.

ACCEPTED:



Larry Putnam
Administrator

Centralized Services Division
Department of Fish & Game

11 Sep 78
Date

CONSERVATION LICENSING PROCESSING

PROPOSED SYSTEM DESIGN

TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE</u>
ABSTRACT	1
INTRODUCTION	2
SYSTEM NARRATIVE	5
CONCEPTUAL DATA FLOW	5
COMPUTER SYSTEM FUNCTIONS	8
DEALER ACCOUNTING SUB-SYSTEM COMPONENTS	11
Consignment.	11
Batch Balance and Edit	12
On-Line Batch Correction	14
Remittance	15
Returns and Voids	16
Corrections.	17
Reporting	18
On-Line Inquiry	19
SPORTSMEN LICENSING SUB-SYSTEM COMPONENTS	20
Remitted Sales	20
Duplicate License Search	21
Corrections	22
Reporting	23
Cross-Reference Maintenance	24
On-Line Inquiry.	25
Year-End Maintenance	26
Renewal Creation	27
APPENDIX A: Projected Volumes and Timetables.	28
APPENDIX B: User Request (Contract Specifications).	30
APPENDIX C: Report Descriptions	35
APPENDIX D: Data Base Structure	68
APPENDIX E: Data Elements (Data Base and Files)	69
APPENDIX F: Flow Diagrams	79
APPENDIX G: Functional Diagrams	86
APPENDIX H: Glossary	91
APPENDIX I: Future Applications	95

CONSERVATION LICENSING PROCESSING

PROPOSED SYSTEM DESIGN

ABSTRACT

PURPOSE

The primary purpose of the Conservation Licensing Processing system is to create and maintain the data necessary to meet the basic licensing information needs of the Department.

OBJECTIVES

The primary objectives of the Conservation Licensing Processing System are:

1. Account for all Conservation, hunting and fishing licenses on a dealer basis and statewide summary basis.
2. Improve the timely remittance of license and license sales funds by dealers.
3. Create a permanent conservation license file for every resident license holder.
4. Provide name and address data on a timely basis for hunting and fishing pressure surveys.
5. Eliminate the annual creation of the basic licensing information.
6. Create a structured data base for all other dealer issued licenses that a conservation license holder may acquire.
7. Catalog the basic information requirements of the Department so the data base structure may be responsive to license system changes.
8. Reduce over-all data collection costs on a Department wide basis.
9. Provide additional sportsmen and dealer data elements for more in-depth analysis of fishing and hunting surveys.

CONSERVATION LICENSING PROCESSING

PROPOSED SYSTEMS DESIGN

INTRODUCTION

DESIGN AUTHORITY

This document has been prepared by taking into consideration the contractually specified system requirements, as noted by the insert of appendix B.

Beyond these specifications, however, we have considered the conclusions reached in general discussions with Fish and Game personnel.

RESPONSIBILITIES

There are three areas of responsibility that is of concern in developing the data base system for Fish and Game.

The first area is the computer design and subsequent programming, and is performed by Montana Systems Development.

The second area is the capture of dealer information aided by the use of plastic card conservation licenses, which is a third party.

The third area is the interface between: The sportsman and the card supplier; the sportsman and the dealer; the dealer and the input capture; the input capture and the computer system. The responsibility of this area is Fish and Game.

MAGNITUDE

In Appendix A is included a statement of transaction volumes and time flow involvement of this system.

ON-LINE

On-line capability is provided for correction of license remittance errors found in the batch edit and balance routine. On-line inquiry will also be provided for interrogation of the data base files.

On-line input has been limited in this system so that training in its concepts can be provided to Fish and Game personnel and cost benefit factors can be studied before commitment to a large project.

SYSTEM POSTULATIONS

We have made some decisions based upon the following premises representing our knowledge of Fish and Game's intent.

1. A plastic card will be issued to the majority of sportsman early in 1979 from applications issued them in December 1978 or January 1979.
2. The application for a conservation license will have a specified time period for reply.
3. Dealers will be supplied with uninterrupted consecutively numbered license forms for each license type. The plastic conservation card will be used to imprint upon the various other license forms, systems input information concerning the transaction.
4. A tape will be supplied as input media for dealer input to the computer system.
5. Batch elements for a license type must be corrected and balanced before dealer and license information will be stored in the data base file for that license type.
6. The license number will be 9 digits, structured as 2 digit type, 6 digit sequence number and 1 digit year.
7. Certification of residency may be accomplished by a statement with each license and stamp sold or possibly by having the sportsman sign a statement once each year.
8. All license numbers will be placed on the data base to provide total inventory control.

9. Consideration will be given to obtaining data for non-resident combination (\$225) and bird fish (\$50) licenses from the License and Drawing Master File and retaining it permanently on the data base.
10. Returned licenses may be re-consigned.
11. All conservation license numbers will be permanent, no temporary numbers.



CONSERVATION LICENSING PROCESSING

PROPOSED SYSTEMS DESIGN

NARRATIVE

The narrative that follows is an elaboration on the information contained in the appendices of this document. First, however, a "Conceptual Data Flow" will be presented in an effort to outline the licensing process that was considered in developing this Proposed System Design. This data flow will also attempt to describe the relationship that exists between the various components detailed in the appendices.

CONCEPTUAL DATA FLOW

This flow will present a logical progression of the steps that would normally occur in the interaction between the Department, the dealer and the sportsmen.

For input purposes the system will utilize OCR to minimize costs. This will be accomplished by issuing all resident conservation licenses from the Helena office. Each resident will apply and be entered permanently on the license data base. The sportsmen will be issued a conservation license in the form of a plastic card, good for two years (or its remainder).

The card will be produced by extracting the required information from the license data base onto a magnetic tape. The magnetic tape will be sent to a service center where the card will be produced.

The plastic card conservation license will contain the sportsman's conservation license number in an OCR scannable form. The sportsman will present this card to dealers when purchasing any other license type. The dealer will imprint the conservation license number from



the plastic conservation license onto the license being purchased. Each dealer will use an imprinter supplied by the Department. The imprinter will also contain a dealer number plate to indicate the issuing dealer and a "dater head" to indicate the date of issue. The above information will be imprinted onto a 56 column license form consigned by the Department to the dealer on an annual basis. (The license form will contain a preprinted license number).

The 56 column license form will be constructed as a three-part form. The first part will be carbon reacting and will be the dealer copy. The second part will be lightweight Tyvek with reverse carbon printing and will be the sportsman copy. The third copy will be a 28 pound white ledger which is suitable for optical scanning and will be the Department's copy.

The dealer will remit the scannable sales copy to the Department along with the sales revenue and declared sales report (remittance statement). The Department will batch the scannable sales copies and declared sales remittance report with a batch header reflecting the dealer number, date license remitted and the number of licenses by type. These batches will be forwarded to the input services contractor who will scan (and key-enter as required) the batch onto diskette or magnetic tape.

The data captured off the license will be the 9 digit conservation license number (imprinted onto the document from the plastic card by the imprinter), the 9 digit license type, license sequence number and license year (preprinted on the license form) and the 4 digit date (imprinted onto the license from the "dater head" affixed to the imprinter).

The diskette or magnetic tape will be transferred to the state

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computer center for processing. The data will be process through the Conservation Licensing Processing system's batch balance and edit. Clean data will be updated onto the data base. Rejected data will be written to an error reject file and appear on an edit error rejection report for correction. The edit error rejection will be corrected by the Department and re-entered for update of the data base.

For residents who are making application for their conservation license and at the same time purchasing other licenses, the dealer will sell them a conservation license (with a permanent preprinted conservation license number). The sportsman will be given the second copy of the application form to use as a temporary conservation license. (The dealer will write the conservation license number on the other licenses being purchased and imprint the dealer number and date issued from the imprinter). These other licenses will contain the preprinted license number. The dealer will remit them with the application for the conservation license to Helena.

The application for the conservation license will be processed into the data base for issuance of the plastic card conservation license. The license information will be key-entered to the computer tape as the scanning process will be unable to pick up hand-written coding.

Non-resident conservation licenses will be issued with a preprinted license number. The license dealers will complete the name and address section and imprint the dealer number and date of issue with the imprinter. For all other non-resident licenses issued, the dealer will write in the conservation number, name and address, and imprint the dealer number and date issued. (The license information

will be key-entered). The name and address information on the non-resident \$1.00 conservation license will be key-entered for subsequent updating to the data base. Name and address information for \$225 big game and \$50 bird-fish will be obtained from the License and Drawing Master File.

Those licenses that are void or returned shall be submitted as separate batches. The only input required is the license number and a code indicating void or return.

COMPUTER SYSTEM FUNCTIONS

The computer system developed for Conservation Licensing Processing can be viewed as having 2 basic elements. The first involves the accounting for the consignment of the licenses by dealer (Dealer Accounting), while the second involves collecting and maintaining the data contained on the licenses (Sportsmen Licensing).

The Dealer Accounting portion of the system provides the accounting functions and serves as the input "front-end" to the Sportsmen Licensing portion of the system. That is, the licenses are input to Dealer Accounting, where they are batch balanced and edited, then passed to the Sportsmen Licensing sub-system so they may be added to the data base.

The Dealer Accounting sub-system provides the following basic processing capabilities:

CONSIGNMENT: Assignment of specific ranges of licenses to dealers.

BATCH BALANCE & EDIT: Editing and balancing of a dealer remittance statement against the licenses actually remitted.

ON-LINE BATCH CORRECTION: Correction of batch header data (dealer remittance statement) and license data that has been placed on a batch reject file because of an out-of-balance or edit error condition.

REMITTANCE: Posting the dealer remittance statement data to the dealer data base.

RETURNS AND VOIDS: Posting returned and voided licenses to the dealer data base.

CORRECTIONS: Correcting any data element in the dealer data base.

REPORTING: Selection, manipulation and printing of data from the dealer data base by dealer and/or statewide summary.

ON-LINE INQUIRY: Select and display (CRT) data from the dealer data base.

The Sportsmen Licensing sub-system provides the following basic processing capabilities:

REMITTED SALES: Posting of licenses (after balancing and editing) to the license data base.

DUPLICATE LICENSE SEARCH: Process license data base checking for sportsmen having 2 or more licenses.

CORRECTIONS: Correcting any data element in the license data base.

REPORTING: Selection, manipulation and reporting (ie: print, tape, card, disk) of data from the license data base.

CROSS-REFERENCE MAINTENANCE: Provide the ability to access information from the data base by several selection criteria (ie: conservation license number and name).

ON-LINE INQUIRY: Select and display (CRT) data from the license data base.

YEAR-END MAINTENANCE: Initialization and calculation required to create a data base capable of being utilized for processing the next year.

RENEWAL CREATION: Creation of an application for use by the

sportsmen in renewing his conservation license.

The remaining pages of this narrative provide a minimum outline of the specifications for each major function in the system. Each outline presents four basic components of the specifications: General Purpose, Input, Process and Reports/Outputs.

CONSIGNMENT PROCESSING

GENERAL:

Consignment processing is the method by which the various license types are distributed to the dealers. This is done sometime in the 2 month time period before the start of each new license year (currently May 1 through April 30). This process may be used during the year for supplemental consignments and initial consignments to newly appointed dealers. Consignments rejected due to error(s) will need to be re-entered new after corrections have been made. Acceptance/rejection will be on a dealer basis, not by license type for a dealer.

INPUT:

The input is supplied by the License Bureau and is an indication of the number of licenses to be consigned for each Department license type.

PROCESS:

The following functions are required:

- Read and edit consignment data.
- Obtain data base information for further editing.
- Add consignments to data base.
- Post control file.

REPORTS/OUTPUTS:

Dealer Control Report (RPT1000)
Consignment Error Report (RPT1001)
Consignment Audit Report (RPT1002)
License Consignment Report (RPT1003)

BATCH BALANCE & EDIT PROCESSING

GENERAL:

The Batch Balance and Edit is the primary point of input to the system. Dealer data as captured on tape, includes remittance statements and accompanying sold licenses which are then checked for edit errors and batch balance. Dealers remit monthly at a minimum. Each dealer remittance will be treated as a unique batch. Each license type in the batch must balance (remittance statement must equal actual number of licenses remitted) and the data must be error free before it will be accepted into the system. One or more errors in the license type will cause all the licenses of that type to be rejected for correction and subsequent re-entry. Data editing will include numeric checks, range checks, etc., as well as relationship and correlation checking against existing data base information.

INPUT:

The tape input data consists of the Dealer remittance statement and the sold licenses sent to the Department by the Dealer.

PROCESS:

The following functions are required:

- Read and edit each input transaction.
- Obtain data base information for further editing.
- Balance each batch element (license type) for acceptance or rejection.
- Post control file.

BATCH BALANCE & EDIT PROCESSING (Continued)

REPORTS/OUTPUTS:

Batch Control Report (RPT2000)

Batch Balance & Edit Error Report (RPT1061)

Accepted Remittance Statements

Accepted Licenses

Rejected Batch Data



ON-LINE BATCH CORRECTION PROCESSING

GENERAL:

On-line Correction of rejected batch data is the purpose of this module. On-line correction should offer improved timeliness in the correction and re-entry of rejected batch elements (license types of a batch).

INPUT:

The only input will be the search key (batch number and license number) and correction information.

PROCESS:

Using the search key the entire batch will be produced as one or more screens of data. Once displayed on the screen any data field (other than batch number) may be corrected (add, change or delete).

REPORTS/OUTPUTS:

"Corrected" Rejected Batch Data.

REMITTANCE STATEMENT PROCESSING

GENERAL:

Remittance Processing will post the dealer remittance statements to the dealer data base.

INPUT:

Accepted Remittance Statements.
Accepted individual license controls.

PROCESS:

Read the input, obtain the appropriate dealer from the data base and update the remittance information to the data base.

REPORTS/OUTPUTS:

Dealer Control Report (RPT1000)
Remittance Error Report (RPT1011)
Dealer Remittance Report (RPT1012)

RETURNS AND VOIDS PROCESSING

GENERAL:

Returns and Voids Processing will post the appropriate information to the data base in order to maintain file integrity, license control and dealer accountability. Voids will be separated from sold licenses by the License Bureau and processed as a unique batch for each dealer. The remittance statement (void data only) will serve as the batch header. Returns along with the unused license return statement will be processed as a unique batch for each dealer. Rejected batches will be clerically corrected on the source documents and re-submitted for processing.

INPUT:

The input data will be supplied by the License Bureau in batch form with a remittance or return statement as the header and a hand-transcribed document containing the license number of each void or return document. Returns and voids will not be mixed within batches. Each batch will contain data for only one dealer.

PROCESS:

The following functions are required:

- Read input data.
- Edit data and balance each batch.
- Obtain data base information for further edits.
- Reject any batch with one or more errors.
- Update data base.
- Post control file.

REPORTS/OUTPUTS:

Dealer Control Report (RPT1000)
Return & Voids Error Report (RPT1021)
Return & Voids Audit Report (RPT1022)

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In a Series of Letters to a Noble Friend, by JOHN GAY, Esq; M. P. in 1740.

By JOHN GAY, Esq; M. P. in 1740.

By JOHN GAY, Esq; M. P. in 1740.

By JOHN GAY, Esq; M. P. in 1740.

By JOHN GAY, Esq; M. P. in 1740.

By JOHN GAY, Esq; M. P. in 1740.

DEALER CORRECTIONS PROCESSING

GENERAL:

Corrections Processing will allow changes (add, delete, change) to the dealer data base.

INPUT:

Data tape created from manually coded transactions submitted by the License Bureau.

PROCESS:

The following functions are required:

- Read the input transactions.
- Edit each transaction.
- Obtain the dealer data base for further edits.
- Update data base.
- Post control file.

REPORTS/OUTPUTS:

Dealer Control Report (RPT1000)

Dealer Corrections Error Report (RPT1031)

Dealer Corrections Audit Report (RPT1032)



DEALER REPORTING PROCESSING

GENERAL:

Reporting Processing will permit the selection, manipulation and printing of data from the dealer data base. Reports may contain individual dealers and/or statewide summary data. Some reports will be routine while others may be uniquely specified at the time they are requested (ad hoc reporting).

INPUT:

The only input to this processing will be the specification by the License Bureau as to the report they desire.

PROCESS:

The following functions are required:

- Read user report specifications.
- Obtain dealer data base.
- Select and manipulate as required.
- Prepare output as specified.

REPORTS/OUTPUTS:

Remittance Performance Report (RPT1041)

License Agents Report (RPT1042)

License Sales Report (RPT1043)

License Activity Report (RPT1044)

Agent Accounts Trial Balance (RPT1045)

Ad hoc specification (not specified)

ON-LINE DEALER INQUIRY PROCESSING

GENERAL:

On-line Dealer Inquiry Processing will provide the capability to display (CRT) data from the dealer data base.

INPUT:

The required input is dealer code number.

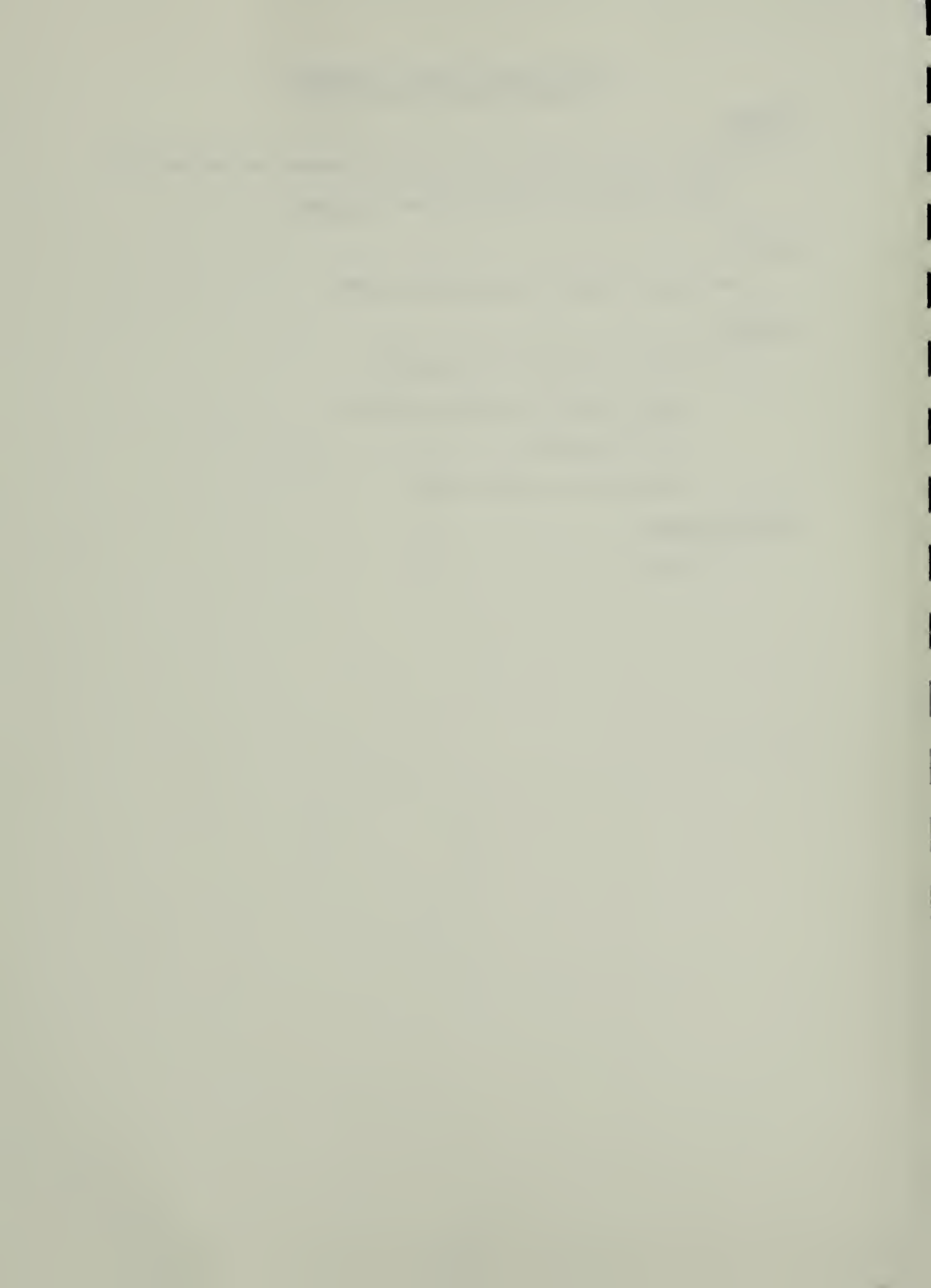
PROCESS:

The following functions are required:

- Obtain Dealer Code Number from CRT.
- Search Data Base.
- Display Data on CRT screen.

REPORTS/OUTPUTS:

CRT Screen.



REMITTED SALES PROCESSING

GENERAL:

Remitted Sales Processing updates the license data base with sold licenses.

INPUT:

Licenses processed and accepted through the batch balance and edit will be the only input.

PROCESS:

The following functions are required:

- Read accepted licenses.
- Obtain appropriate data base information.
- Perform limited edits.
- Update data base.
- Update cross-references.
- Post control file.

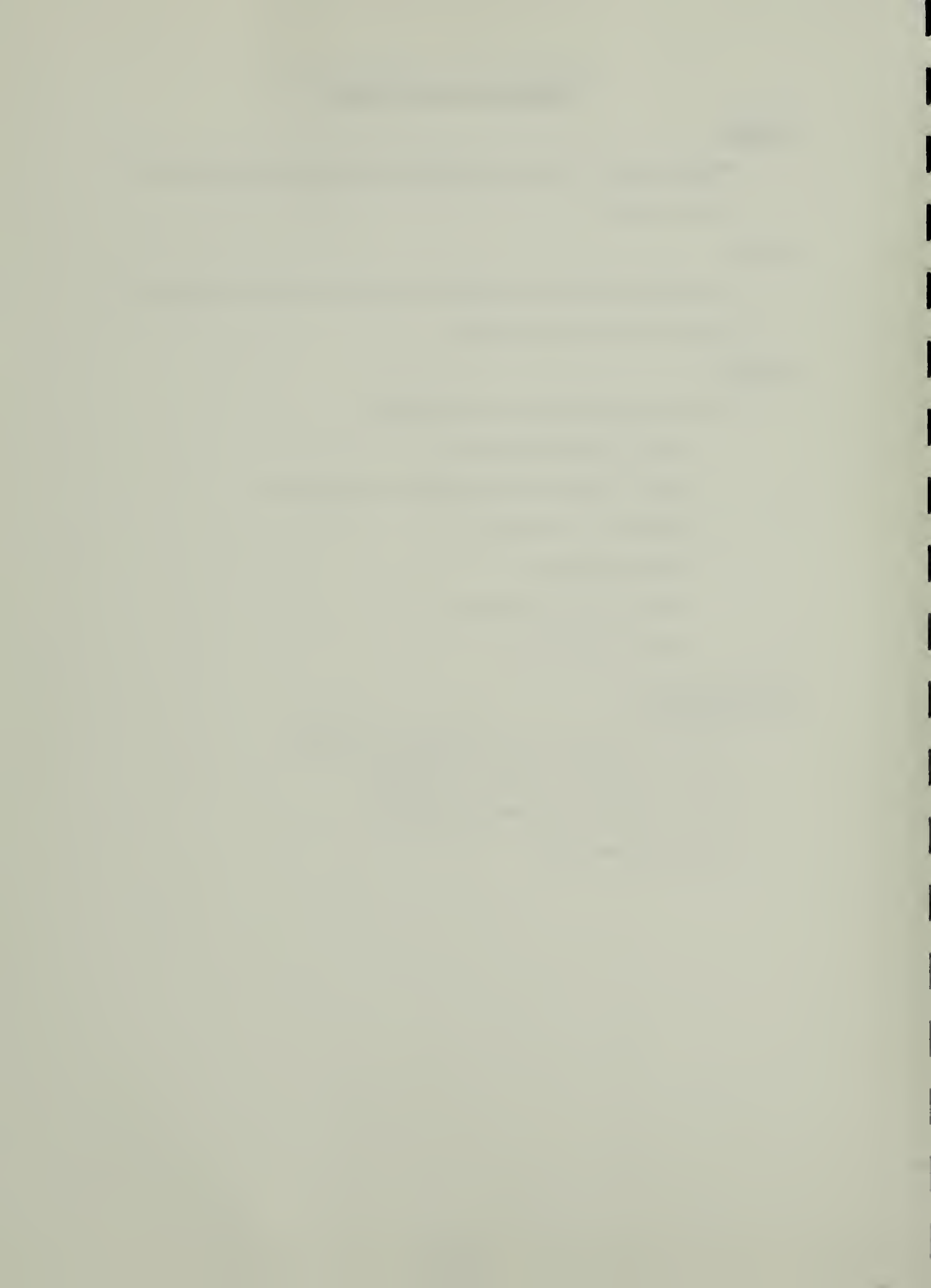
REPORTS/OUTPUTS:

Conservation License Control Report (RPT3000)

Remitted Sales Error Report (RPT3001)

Remitted Sales Audit Report (RPT3002)

Cross-Reference File



DUPLICATE LICENSE SEARCH PROCESSING

GENERAL:

Duplicate License Search Processing provides the License Bureau with the capability to process the license data base in search of sportsmen who have more than one license of any given type.

INPUT:

None.

PROCESS:

The following functions are required:

- Read license data base.
- Format sort/compare record.
- Sort by date of birth within name.
- Compare successive records for duplicates.

REPORTS/OUTPUTS:

Duplicates Report (RPT3011)



LICENSE CORRECTIONS PROCESSING

GENERAL:

License Corrections Processing will allow changes (delete, change) to the license data base.

INPUT:

Input may be one or more of the following sources:

- Manually coded transactions from the License Bureau.
- Name and address corrections keyed from sold licenses.
- Conservation license renewals.
- Combine duplicates (Conservation license only, not drawing related data).
- Name and address plus descriptive information keyed from non-resident conservation licenses.

PROCESS:

The following functions are required:

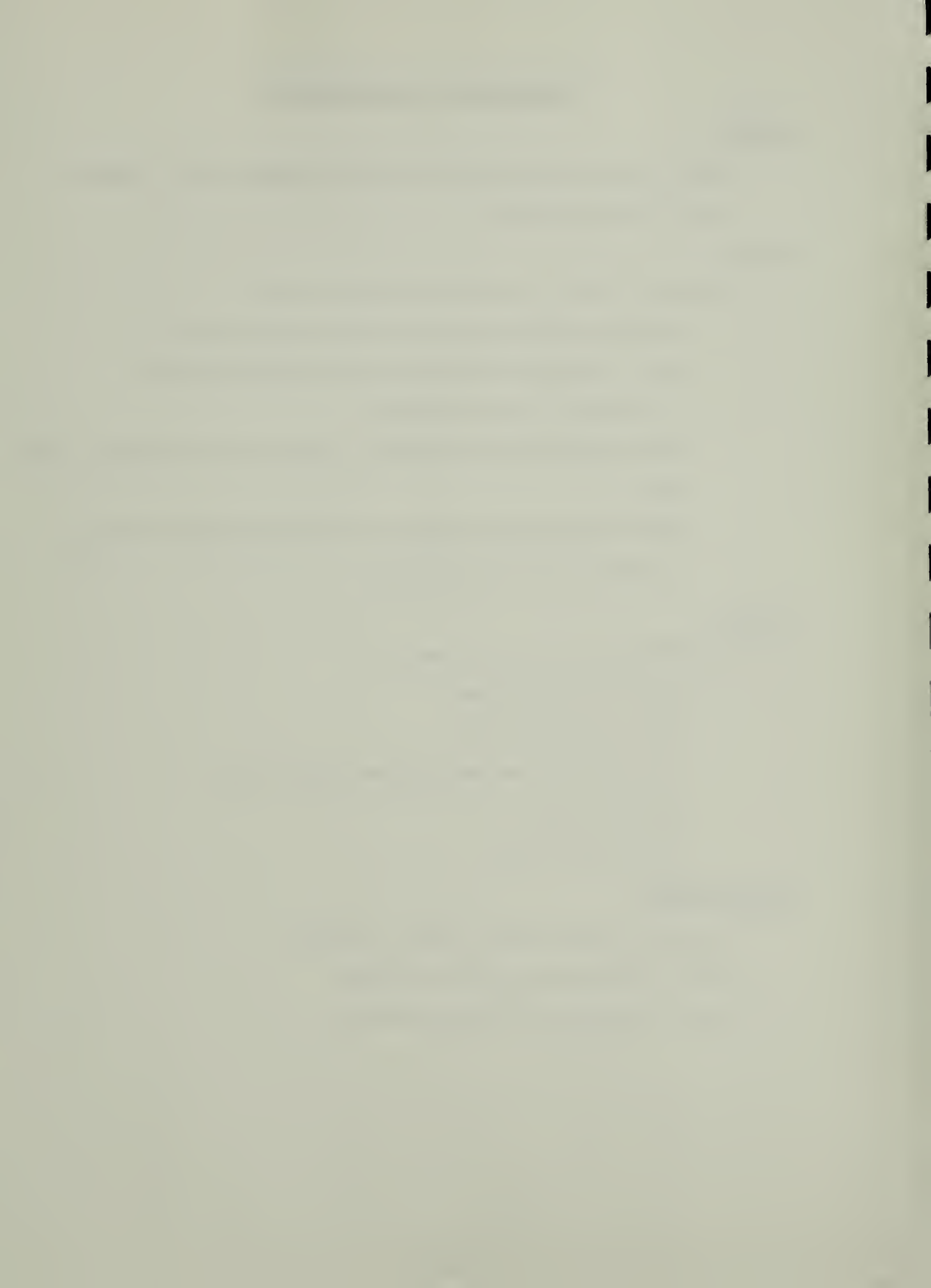
- Read input transactions.
- Edit each transaction.
- Obtain the license data base for further edits.
- Update data base.
- Post control file.

REPORTS/OUTPUTS:

Conservation License Control Report (RPT3000)

License Correction Error Report (RPT3021)

License Correction Audit Report (RPT3022)



LICENSE REPORTING PROCESSING

GENERAL:

License Reporting Processing will permit the selection, manipulation and reporting of data from the license data base. Reports may contain individual licenses or statewide summary data. Some reports will be fixed standard reports, while others may be uniquely specified at the time they are requested (ad hoc reporting). The output media may be print, tape, disk or punched cards. Some of the intended uses of this system function include:

- Selected data elements to be used in matching motor vehicle, drivers license and income tax files.
- Selected data elements to be used in fishing pressure surveys and hunting harvest surveys.
- Selective interrogation and counting of sportsmen to obtain certified sales statistics to meet federal requirements for PR and DJ funding.
- Various statistical sales reporting (by dealer and by sportsmen) for use by Department officials.

INPUT:

The report specifications from the License Bureau.

PROCESS:

The following functions are required:

- Read user report specifications.
- Obtain license data base.
- Select and manipulate as required.
- Prepare output as specified.

REPORTS/OUTPUTS:

Selected History (RPT3031)

Selected Data (RPT3031)

Ad hoc specifications (not specified)

CROSS-REFERENCE MAINTENANCE PROCESSING

GENERAL:

Cross-Reference Maintenance Processing will provide the ability to cross-reference a record between key control elements in the license data base.

INPUT:

Specification by License Bureau as to desired cross-reference report.

PROCESS:

The following functions are required:

- Obtain request data.
- Obtain appropriate data base elements.
- Sort cross-reference elements.
- Format and report.

REPORTS/OUTPUTS:

Cross-Reference Index Report #1 (RPT3041)

Further reports to be defined later.

ON-LINE LICENSE INQUIRY PROCESSING

GENERAL:

On-Line License Inquiry Processing will provide the capability to display on a CRT data from the license data base.

INPUT:

The required input is license number or name.

PROCESS:

The following functions are required:

- Obtain search argument from CRT.
- Search data base.
- Display data on CRT screen.

REPORTS/OUTPUTS:

CRT Screen.



YEAR-END MAINTENANCE PROCESSING

GENERAL:

Year-End Maintenance Processing provides the function for initializing and manipulating the year-end data base and the creation of a new data base suitable for the beginning of next years processing.

INPUT:

None.

PROCESS:

The processing functions will be specified at a later date when the purpose and objectives of this process are more fully understood.

REPORTS/OUTPUTS:

Year-End Report (RPT3061)

RENEWAL CREATION PROCESSING

GENERAL :

Renewal Creation Processing will provide the means by which sportsmen are given the opportunity to renew their conservation license. Upon renewal they will be provided a new plastic card conservation license. Efficiency of this process will be based upon the timeliness of application turnaround by the sportsmen.

INPUT:

None.

PROCESS:

The following functions are required:

- Read license data base.
- Create renewal application.
- Create renewal transaction file.

REPORTS/OUTPUTS:

Renewal Application RPT3071)

Renewal Audit Report-Alpha (RPT3072)

Renewal Audit Report-Numeric (RPT3072)

Renewal Transaction File

PROJECTED VOLUMES AND TIMETABLES

The projections given below are based on information provided by the Department of Fish and Game. The proposed systems design, in particular the division of functions and establishment of flow, has been developed using these estimates as a guide. The critical nature of these projections goes without saying.

The following statements present the figures provided by the Department. In some cases figures have been combined to present a more accurate picture of the workload involved.

DEALER VOLUMES:

400 license agents (dealers)
 300 non-state employed dealers
 100 state employee dealers (ie: wardens, region offices, etc.)

LICENSE VOLUMES:

275,000 resident conservation licenses
 110,000 non-resident conservation licenses (\$1.00)
 1,000 non-resident bird & fish (\$50.00)
 17,000 non-resident big game (\$225.00)
 200,000 non-resident fishing (1 day, 6 day and season)
 700,000 remaining various licenses of many types
 1,300,000 total licenses

DEALER TIMETABLES:

- One scheduled consignment of licenses per dealer.
- Scheduled consignments one to two months before new season starts.
- Supplemental consignments anytime as required.
- Monthly remittance of sales and voids by each dealer.
- Dealer should remit within 10 days after end of month.
- Return of unused licenses within 30 days after end of season to balance out account (current experience shows some dealers taking 4 to 6 months to balance out their account).

LICENSE TIMETABLES:

- Conservation license applications (1979 and 1980 seasons) out to sportsmen in December 1978 or January 1979.
- Plastic card issued 2 to 4 months before start of 1979 season.
- Licenses available for sale just prior to start of new season.
- Renewal of conservation license every 2 years.
- Sold licenses will be remitted by dealers and processed every month.
- Name and address corrections will be processed after license is processed.
- Issue new plastic card when name changes (this re-issuance of the plastic card may be extended to include address changes).
- Non-resident name and address plus descriptive information will be processed for update as soon as convenient after license is processed.
- At least weekly update of license data to the data base.
- Approximately 70-80% of all licenses printed are sold or void.
- Largest anticipated single remittance from a dealer is 6,000 licenses.
- Average remittance is 100-150 licenses.

APPENDIX B

CONSERVATION LICENSE PROCESSING SPECIFICATIONS

OVERVIEW

The purpose of the conservation license processing system will be to provide an automated process to create and maintain a Department of Fish and Game conservation license master Data Base. The process will include the following basic functions:

- acceptance of data converted to magnetic tape by private service bureau
- data conversion into a machine processable form
- batch balancing procedures to insure file integrity
- data edit for validity
- update new conservation licenses to master Data Base
- provide routines to maintain (ie: add, change, delete) the master Data Base
- fixed format standard reports
- cross-reference index reports
- report generator capability for ad-hoc reporting requirements
- on-line master file maintenance
- turnaround documents to renew conservation licenses
- license renewal process
- financial and data controls to enhance audit trails
- year-end file maintenance

The system designed to satisfy the above functions must reflect due consideration for the requirements set forth in item II, A, 2 of this agreement. The Contractor efforts in the development of this system must be made in light of all provisions specified in item II of this agreement.

The projected volume of conservation licenses is 400,000 per year. This system must be capable of processing anytime during the year but the volume of licenses will not be evenly spread throughout the year. Peaks in volume will occur in January, May, June, October and November.

Input Requirements

The conservation license master file will include but not limited to the data elements presented in Appendix B. Input to the system will have two primary sources; newly issued conservation licenses and other associated licenses purchase, file maintenance transactions.

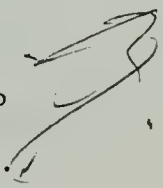
Conservation licenses will be batched for processing with each batch having selected counts and dollar amounts to be used in batch balancing procedures.

The associated license purchase as a result of the conservation license will be batched for processing with each batch having selected counts of license type and dealer number to be used in the batch balancing procedures. Once batched the conservation licenses and other license types will be processed by a private service bureau and provided to the system on magnetic tape or the license may be converted by control data processing to a machine processable form. In either event the input/data format will be the same.

Processing Requirements

The system must possess the following processing capabilities:

1. Each batch, whether it is new data or maintenance transactions, must be processed with its attendant balancing totals. Batches out of balance must be rejected for correction.

2. Each transaction must be edited for invalid data in any field and illogical combination of data in the several fields. Valid transactions must be edited against the conservation license master file for physical or logical errors. Any error detected must be appropriately noted and rejected for correction and subsequent re-entry.
3. Transactions found to be error free are to be updated to the Conservation License Master File. Each transaction so processed must be noted on an audit trail report. The financial effect, when financial data is invalid, for each transaction must be noted in the master file financial control area.
4. Cross reference between records² must be updated so as to remain current with the conservation license master file. 
5. File maintenance capabilities similar to those outlined above must be established using on-line update capability.
6. Routines to process returned license renewal applications.
7. Copy and prepare the master file for use in starting a new season and to process the license renewal applications.
8. Ad-hoc selection capability for various output forms (ie: print, mailing labels, disk/tape files).

Output Requirements

The essential purpose of the conservation licensing system is to create and maintain a base of data to conduct fishing pressure surveys, hunting harvest surveys, create a permanent file number for drawing purposes and provide dealer management reporting. It will also provide the necessary licensing information to meet the basic licensing needs of the agency from its licensing system structure by creating a permanent conservation license file for every resident license holder, thereby eliminating the repeated creation of this basic information on an annual base, as well as allow the ability to effectively create an input environment to capture data from all other licenses within the licensing structure through OCR.

Further, the value obtained by having the conservation licensing system available as the Data Base is the ability to develop and integrate other systems into the structure such as licensing and drawing processing, hunter safety violators system and future systems.

A number of outputs are required for purposes of creating, maintaining and ascertaining the reliability of the file. These outputs include but are not limited to the following:

1. Batch balance report (cycle and cumulative)
2. Batch rejection report (cycle and cumulative)
3. Transaction error report
4. Transaction audit trail report
5. Master file financial summary reports
 - a. Dealer sales
 - b. Total sales
 - c. Commissioned sales
 - d. Noncommissioned sales
 - e. Conservation license sales
 - f. Others
6. Master file history list (print or microfiche)

7. Selected history lists
8. Cross reference index reports
9. Ad-hoc reports to be specified at execution time
10. On-line master file display (full or partial)
11. License renewal applications
12. Magnetic tape for embossing conservation plastic cards
13. Year-end maintenance reports
14. Report duplicate licenses both replacement and double sales
15. Report of magnetic tape report of ID information
16. Extract reports and/or files of selected criteria for;
fishing pressure surveys, hunting harvest surveys, cross
file matches (motor vehicle, driver license and income tax),
dealer performance reporting, sales analysis, sales distribution,
geographic range of dealer sales, federal certification sales
reporting for PR and DJ funding, senior citizen sales reporting,
various statistical sales reporting and various conservation
license holders reporting to various department officials.
17. Sales trend and analysis reporting

TITLE: DEALER CONTROL REPORT

RPT 1000*

PURPOSE: Report of status of dealer information files. Primarily used as a control document. Provides audit trail of changes to the dealer information files.

DISTRIBUTION: 1 copy to License Bureau
1 copy to CSD, I/O Controller

FREQUENCY: On-request

SEQUENCE: N/A

CONTENTS: Number of Dealers in data base.
Statewide Summary for Each License type.

Number consigned

Number sold

Number Voids

Number Returns

Value Consigned

Value Sold

Value Voids

Value Returns

Commissions to Dealer

* This report may be superceded by a new report combining RPT1000 and RPT3000.

PURPOSE: Report of errors found while processing consignment transactions. Typically will include edit errors for invalid data, mismatched dealer codes, duplicate consignments and invalid/illogical consignment data. Transactions in error will be rejected for correction and re-entry to consignment processing.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: Consignment Number Order

CONTENTS: ** Detail Line
Consignment Number
Region Number
Dealer Code Number
Dealer Consignment Data (input Image)
License Numbers (Range)
Number of Licenses
Date Consigned
Errors Message/Code

TITLE: CONSIGNMENT AUDIT REPORT

RPT 1002

PURPOSE: Report of valid consignments processed. One line per
consignment with totals only (no breakdown by license
type).

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: Consignment Number Order

CONTENTS: ** Detail Line

Consignment Number

Region Number

Dealer Code Number

Dealer Name

Total Number Licenses Consigned to Dealer

Total Value of Licenses Consigned to Dealer



PURPOSE: A detail report of the specific licenses (range of license sequence numbers by license type) consigned to a dealer as well as the value of said licenses. This report will be used as a packing/shipping document, dealer receipt acknowledgement, license inventory control document, and licensing section dealer file document.

DISTRIBUTION: _____ copies to packer/shipper

1 copy License Bureau

FREQUENCY: On-request

SEQUENCE: Consignment Number Order

CONTENTS: ** Heading Line

Dealer Code Number

Dealer Name and Address

Consignment Number

Date

Region Number

Region Headquarters (Alpha City)

** Detail Line

License Serial Number (From/To)

License Type (spelled out from license type file)

Number License Consigned

License Value (Rate from License type file)

Total Value (Number times license value)

** Summary Line

Total Consignment (Sum total value)



TITLE: REMITTANCE ERROR REPORT

RPT 1011

PURPOSE: Report of errors found while processing remitted sales
from dealers.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: Batch Number

CONTENTS: ** Detail Line
Batch Number
Dealer Code Number
Transaction Data (Input Image)
Error Message/Code

PURPOSE: Report of each dealers remittance with counts and values by license type to include month-to-date summary and year-to-date summary.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: Batch Number

CONTENTS: ** Heading Line

Month Ending Date

Report Date

Batch Number

Dealer Number

** Detail Line

License Type

License Description

Batch Amounts

Number of Licenses

Value of Licenses

Commission

Month-to-date Amounts

Number of Licenses

Value of Licenses

Commission

Year-to-date Amounts

Number of Licenses

Value of Licenses

Commission

** Summary Line

Totals for each amount column.

PURPOSE: Report of errors found while processing dealer returns and voids. Typically will include such errors as; batch out-of-balance, mismatched dealer, and invalid data fields. Batches with one or more errors will be written in entirety to this report.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: Batch Number

CONTENTS: ** Detail Line
Batch Number
Dealer Code Number
Transaction Data (Input Image)
Error Message/Code



PURPOSE: Report of each dealers returns and voids with counts
and values by license type with year-to-date summary.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: Batch Number

CONTENTS: ** Heading Line
Month Ending Date
Report Date
Batch Number
Dealer Number
** Detail Line
License Type
License Description
Batch Amounts
Number of Licenses - returns
Value of Licenses - returns
Number of Licenses - voids
Value of Licenses - voids
Year-to-Date Amounts
Number of Licenses - returns
Value of Licenses - returns
Number of Licenses - voids
Value of Licenses - voids
** Summary Line
Totals for each amount column

TITLE: DEALER CORRECTION ERROR REPORT

RPT 1031

PURPOSE: Report of errors found while processing dealer
corrections.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

Sequence: Dealer Code Number

CONTENTS: ** Detail Line
Dealer Code Number
Transaction Code
Correction Data (Input Image)
Error Message/Code

PURPOSE: Report of corrections made to dealer information.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: Dealer Code Number

CONTENTS: ** Detail Line
Dealer Code Number
Transaction Code
Previous Dealer Data
New Dealer Data

PURPOSE: To present information concerning the elapsed time between when a license is sold and when the license is remitted. In other words, how well (timely) does the dealer remit the licenses sold. Month license was sold will be obtained from the remitted license.

DISTRIBUTION: 2 copies to License Bureau

FREQUENCY: On-request

SEQUENCE: Dealer Number Order

CONTENTS: ** Detail Line 1
Dealer Code Number
Dealer Name
Number License Sold by Month (12 entries)
Total Year-to-Date Sold

** Detail Line 2
Dealer Street Address
Number Licenses Remitted by Month (12 entries)
Total Year-To-Date Remitted

** Detail Line 3
Dealer City, State, Zip Code
Percent Licenses Sold Not Remitted by Month and Year-to-Date

PURPOSE: To present a breakdown of license consignment to individual dealer. This includes giving the value of consigned licenses, licenses on hand and remittance for each license code type.

DISTRIBUTION: 3 copies to License Bureau

FREQUENCY: Monthly

SEQUENCE: Agent Number

CONTENTS: ** Detail Line 1
"Agent Number" literal
Agent Number
Agent Name

** Detail Line 2
Agent Address

** Detail Line 3
Agent City
Agent State
Agent Zip Code

** Detail Line 4
License Code
License Description
Year-to-date quantity License Consigned
Year-to-date value of Licenses Consigned
Year-to-date quantity Licenses sold
Year-to-date value Licenses sold
Year-to-date quantity Licenses voided
Year-to-date value Licenses voided

(Continued)

Year-to-date quantity Licenses returned
Year-to-date value Licenses returned
Present quantity of Agent Licenses liability
Present value of agent License liability

**Detail Line 5 - agent totals

Total amount consigned year-to-date
Total sales value year-to-date
Total value voids year-to-date
Total value returns year-to-date
Total agent consignment Liability

**Detail Line 6

"Remitted-to-date" literal
Value remitted

**Detail Line 7

"Amount due from Declared Sales" literal
Value Due

**Detail Line 8

"Outstanding Consignment Balance" Literal
Value outstanding Balance

**Detail Line 9

"Remittance Record-Date and Amount" Literal

**Detail Line 10

6 segments
Month/Day/Year
Value Remitted

TITLE: LICENSE SALES REPORT

RPT 1043

PURPOSE: Summarize Sales and Commissions for month and year by
License type.

DISTRIBUTION: 3 copies to License Bureau

FREQUENCY: Monthly

SEQUENCE: License Code

CONTENTS: ** Detail Line 1
License Code
License Description
Quantity sold month-to-date
Value sold month-to-date
Commission value month-to-date
Quantity sold year-to-date
Value sold year-to-date
Commission year-to-date
** Total Line 1
Detail category totals

PURPOSE: Summarization of consignment inventory in a two dimensional array. The first array is by time, to show statistics by various period calculations. The second array is by agent disposition of consignment.

DISTRIBUTION: 3 copies to License Bureau

FREQUENCY: Monthly

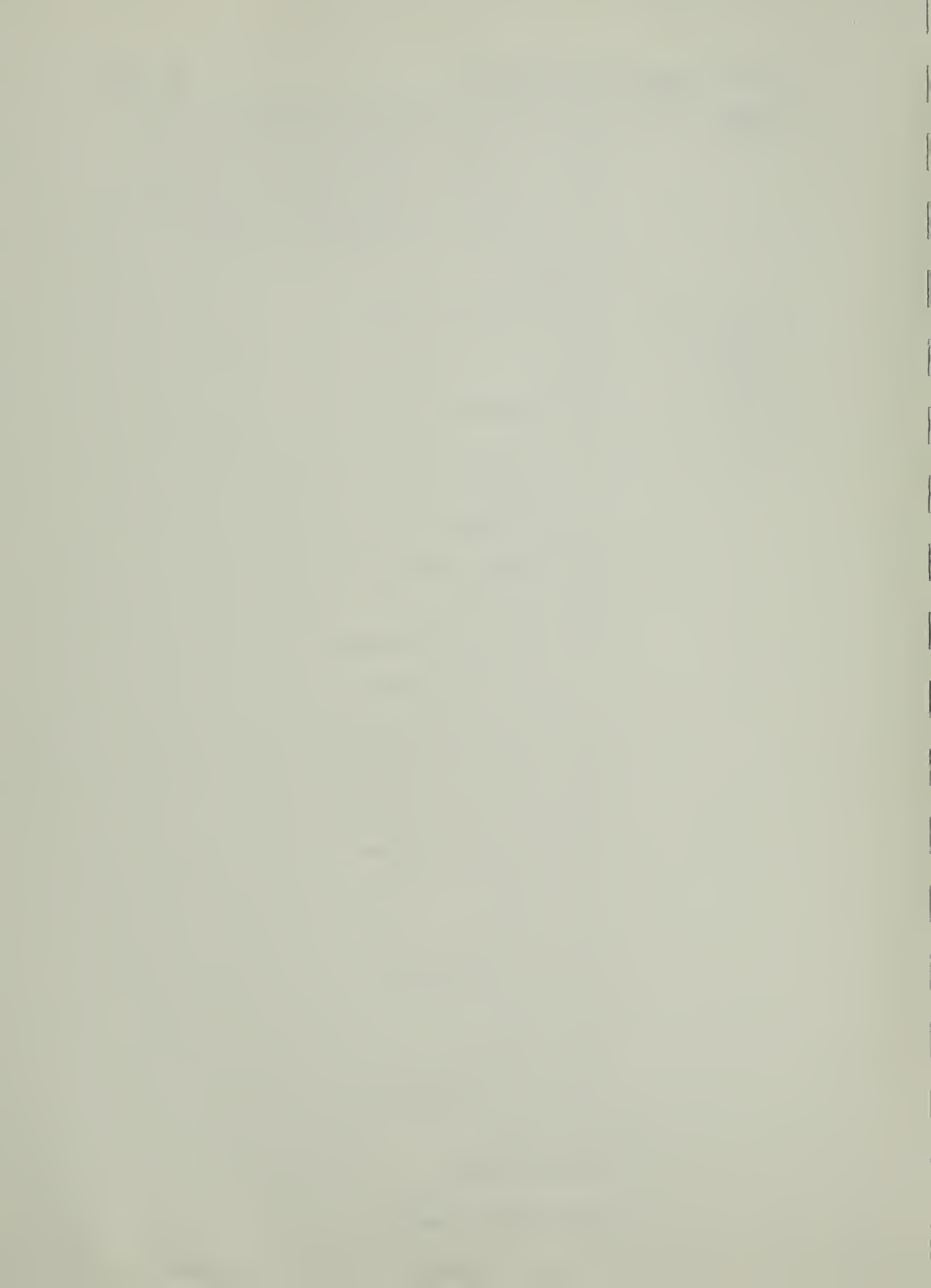
SEQUENCE: License type code

CONTENTS: ** Detail Line 1
License type code
"Consign" literal
Month-to-date quantity
Month-to-date value
Fiscal year-to-date quantity
Fiscal year-to-date value
License year-to-date quantity
License year-to-date value
Running year-to-date quantity
Running year-to-date value

** Detail Line 2
"Sales" literal
Previous Line categories

** Detail Line 3
"Voids" literal
Previous Line categories

** Detail Line 4
"Returns" literal
Previous Line categories



**Detail Line 5

"Outstanding" literal

Previous Line categories

**Total Line 1

"Remitted" literal

Value remitted within each time category

**Total Line 2, 3, 4, 5, 6

Grand totals of quantity and value by time category

for each of detail Lines 2, 3, 4, 5, 6.



PURPOSE: This is a summarization of report number 1042, License Agents report. It shows total consignment disposition for each agent and may be used as an index guide to management action that may be needed on agent liabilities.

DISTRIBUTION: 2 copies to License Bureau

FREQUENCY: Monthly

SEQUENCE: Agent Number

CONTENTS: ** Detail Line 1

Agent Number

Last remittal date

Quantity of consignment

Value of consignment

Quantity of declared sales

Value of declared sales

Quantity of voids

Value of voids

Quantity of returns

Value of returns

Quantity of present consignment

Value of present consignment

Value remitted

Value of account receivable

TITLE: DEALER ON-LINE INQUIRY SCREEN DISPLAYS RPT 105X
PURPOSE: To display dealer information from the data base.
DISTRIBUTION: N/A
FREQUENCY: On-request via CRT terminal (ie: 3275)
SEQUENCE: N/A
CONTENTS: The contents of the screen display will be the information contained in the data base for a specific dealer with each data field appropriately identified.

PURPOSE: Report of errors found while processing remitted sales from dealers. Typically, this report will include such errors as; batch out-of-balance, mismatched dealer or license, and invalid data fields. License type containing one or more errors will be written in entirety to this report.

DISTRIBUTION: 1 copy to License Section Supervisor

FREQUENCY: On-request

SEQUENCE: Batch Number

CONTENTS: ** Detail Line
Batch Number
Dealer Code Number
Transaction Data (Input Image)
Error Message/Code



TITLE: BATCH CONTROL REPORT

RPT 2000

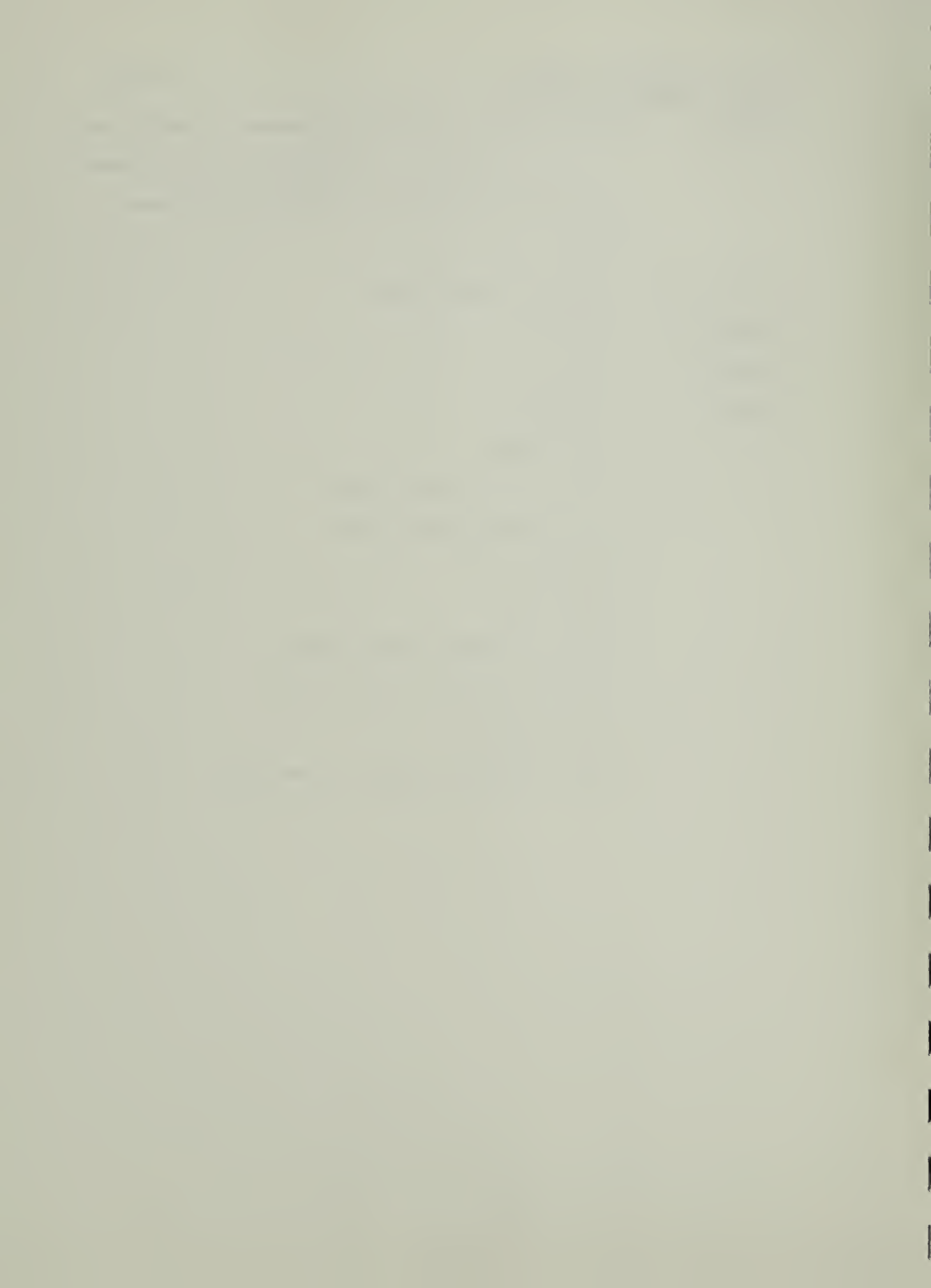
PURPOSE: Report of status of batches processed. Primarily used as a control document. Provides audit trail of batch processing with indication of rejection/acceptance status.

DISTRIBUTION: 1 copy to Licensing Bureau

FREQUENCY: On-request

SEQUENCE: N/A

CONTENTS: Batch Number
Dealer Number
Date submitted to Fish & Game
By License type within batch
Number sold
Number Voids
Amount sold (value x number sold)
Amount Voids (value x number voids)
Date Processed
Date license type released for posting



TITLE: ON-LINE BATCH CORRECTION AUDIT REPORT

RPT 1071

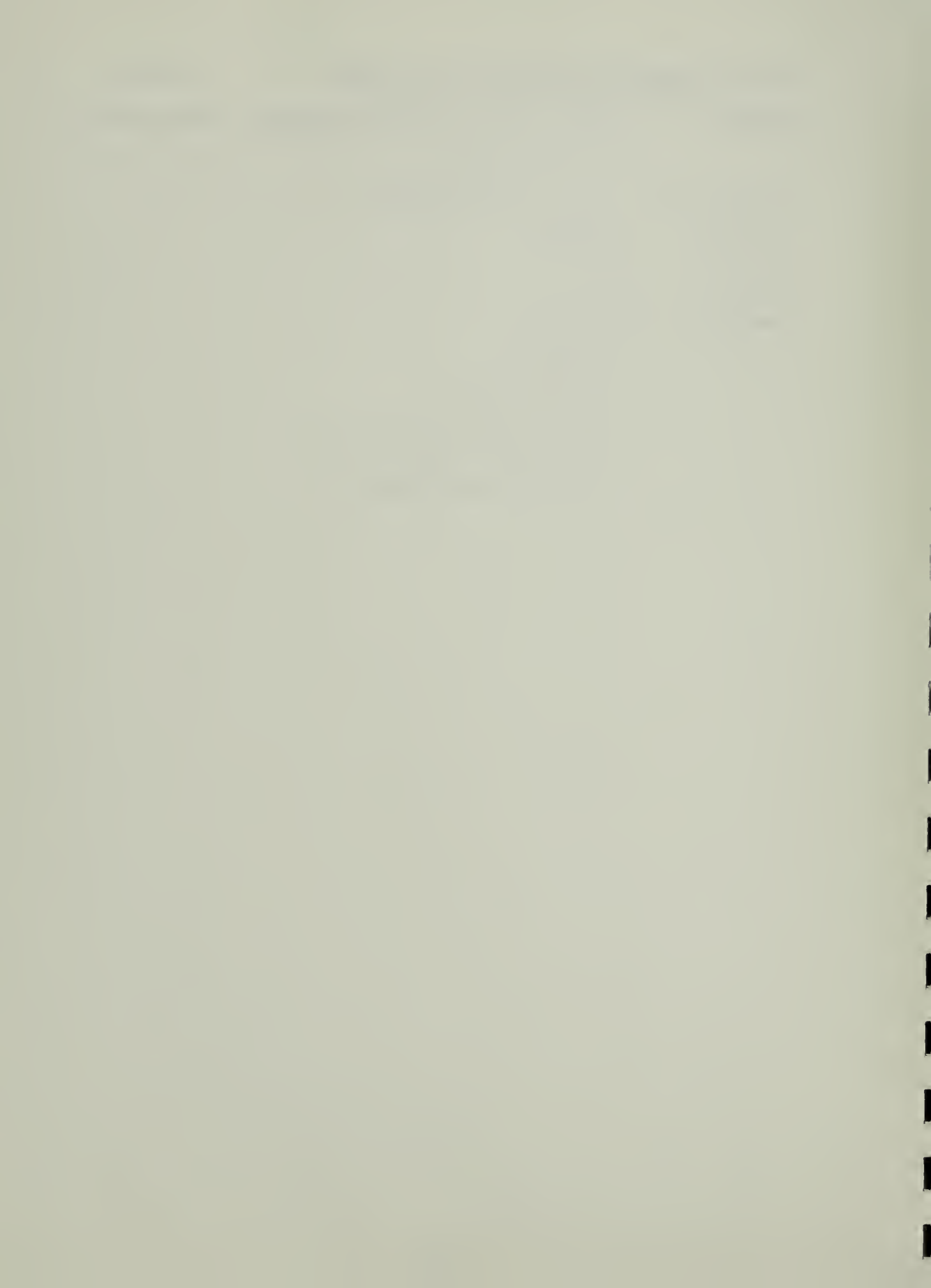
PURPOSE: Report of valid corrections processed. On-line entry
of correcting data.

DISTRIBUTION: 1 copy to Licensing Bureau

FREQUENCY: On-request

SEQUENCE: N/A

CONTENTS: ** Detail Line
Batch Number
Dealer Code Number
Previous Batch Transaction Date
New batch Transaction Data



TITLE: LICENSE CONTROL REPORT

RPT 3000 *

PURPOSE: Report of license sold with counts and values by license
type.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: License Type

CONTENTS: ** Detail Line

License type

License Description

Number of Licenses sold

Value of Licenses sold

** Summary Line

Total Number of Licenses sold

Total Value of Licenses sold

* This report may be superceded by a new report combining RPT1000
and RPT3000.

TITLE: REMITTED SALES ERROR REPORT

RPT 3001

PURPOSE: Report of errors found while processing licenses sold
by dealers.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: N/A

CONTENTS: ** Detail Line
Batch Number
Dealer Code Number
License Data (Input Image)
Error Message/Code

TITLE: REMITTED SALES AUDIT REPORT

RPT 3002

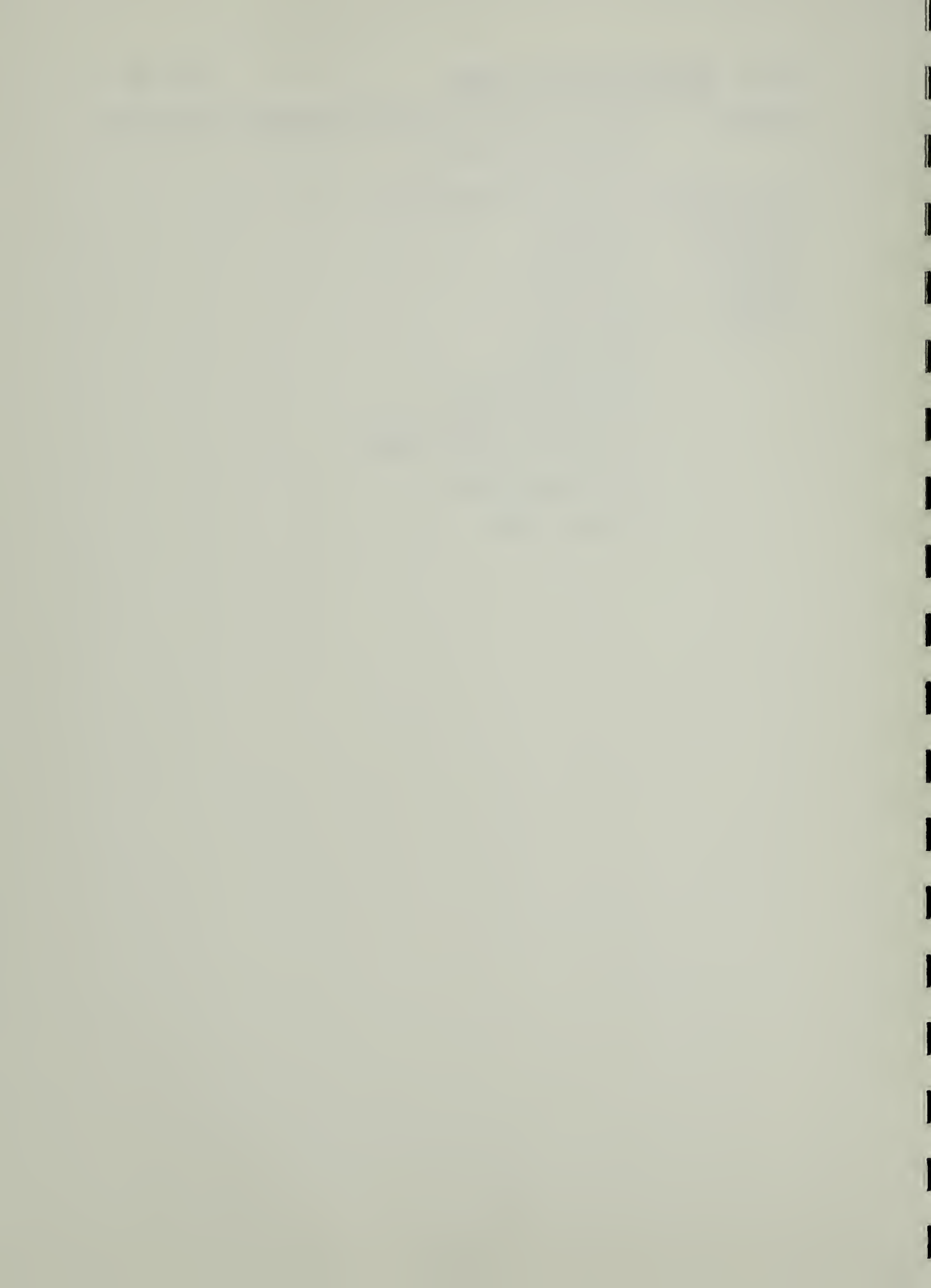
PURPOSE: Report of licenses sold that are posted to data base.
Provides audit trail.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: Batch Number

CONTENTS: ** Detail Line
Batch Number
Dealer Code Number
Conservation License Number
Date License sold
License Number



TITLE: DUPLICATES REPORT

RPT 3011

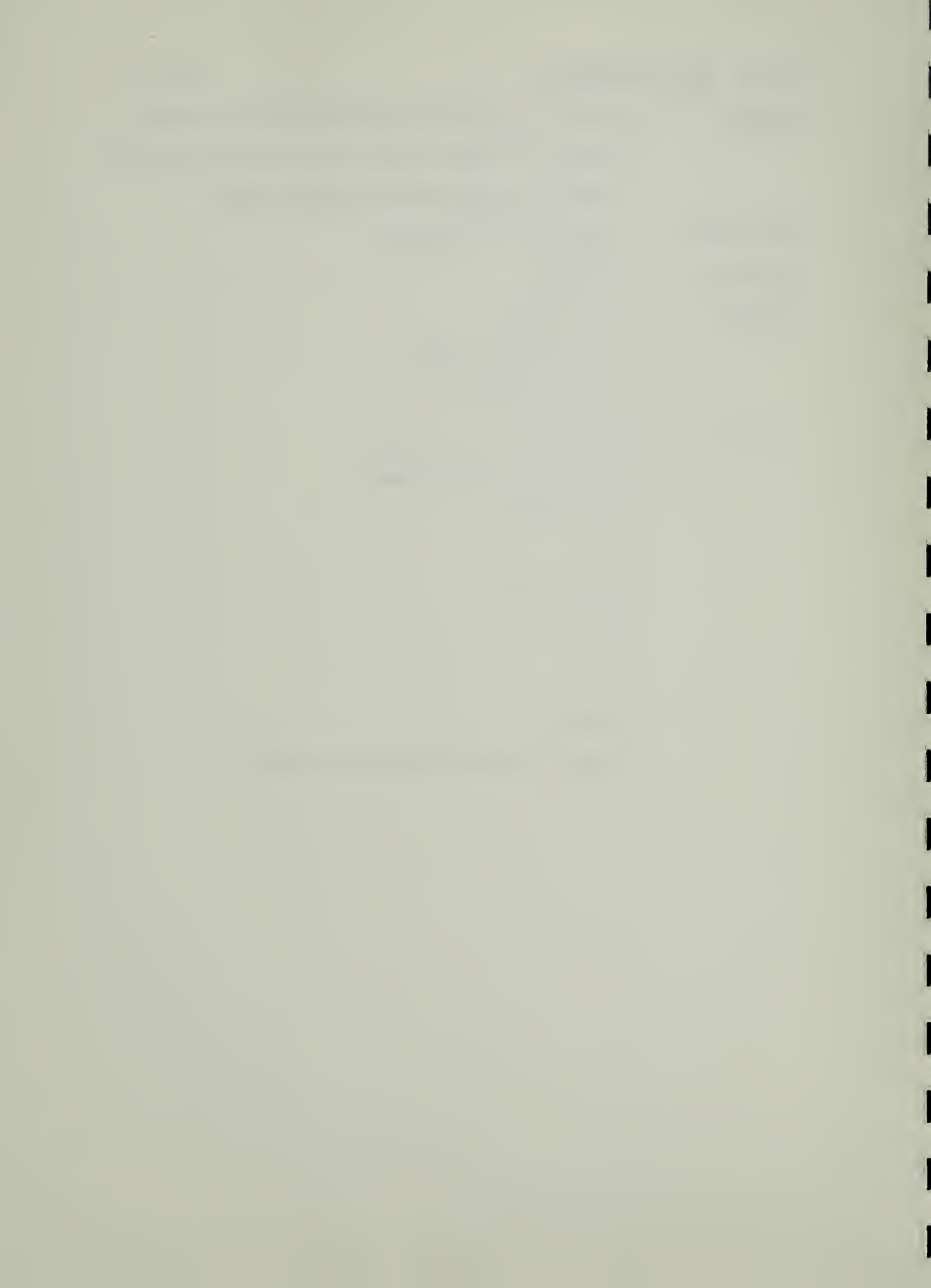
PURPOSE: Provide a listing of any combination of 2 or more conservation license holders that have the same date of birth, last name and first name initial.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: 1) Last Name
2) First Name Initial
3) Date of Birth

CONTENTS: ** Detail Line
Conservation License Number
Date of Birth
Name
Street Address
City
State
Zip Code
List of other License Numbers Purchased



TITLE: LICENSE CORRECTION ERROR REPORT

RPT 3021

PURPOSE: Report of errors found while processing license
corrections.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: N/A

CONTENTS: ** Detail Line
License Number
Transaction Code
Correction Data (Input Image)
Error Message/Code

TITLE: LICENSE CORRECTION AUDIT REPORT

RPT 3022

PURPOSE: Report of corrections made to license information.

DISTRIBUTION: 1 copy to License Bureau

FREQUENCY: On-request

SEQUENCE: N/A

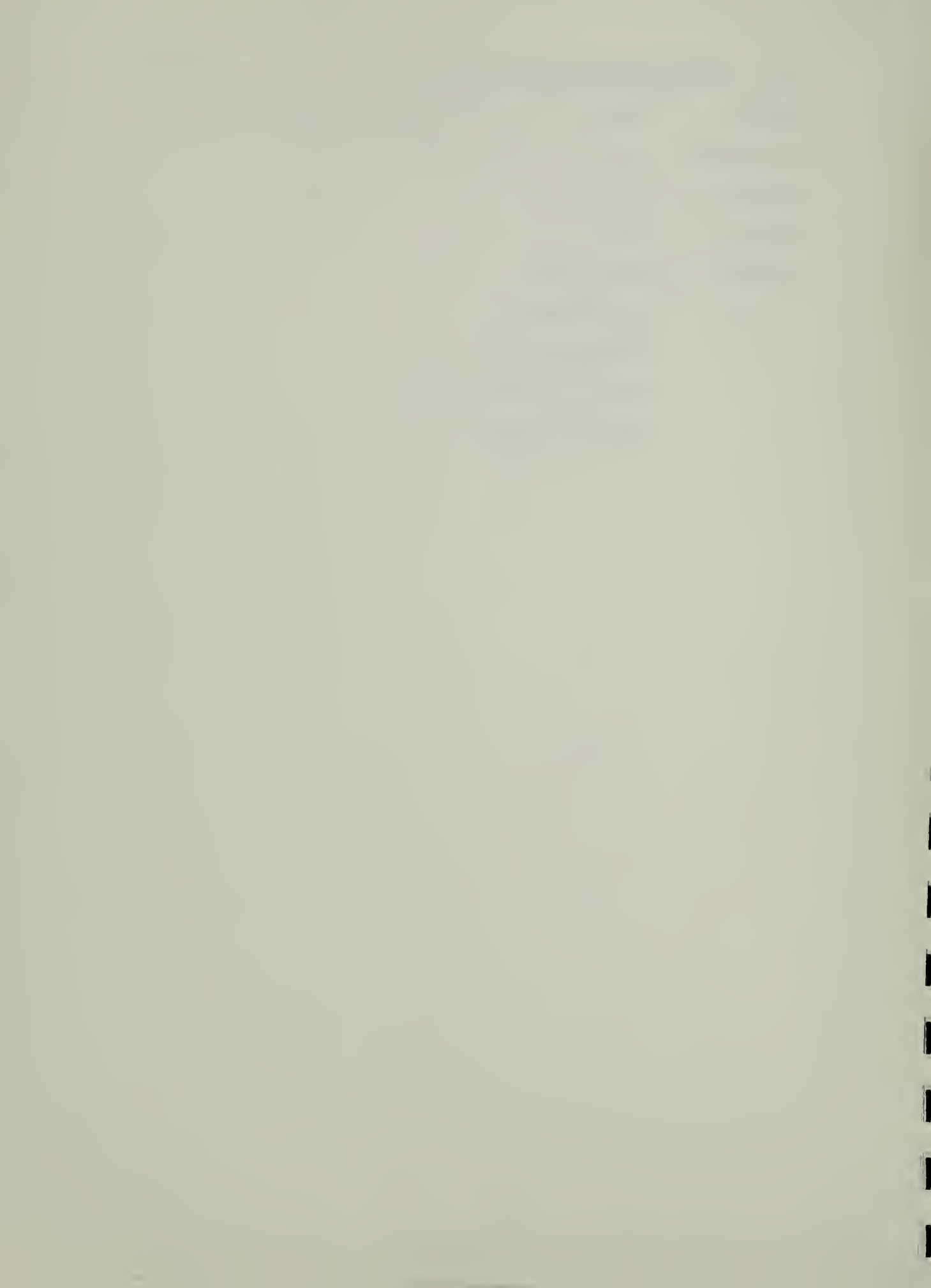
CONTENTS: ** Detail Line

License Number

Transaction Code

Previous License Data

New license Data



TITLE: LICENSE REPORTING

RPT 3031

PURPOSE: Variable report formatted at execution time using specified parameters. Output media need not be print, may be tape, card, disk, etc.

DISTRIBUTION: To be determined by requestor

FREQUENCY: On-request

SEQUENCE: To be determined by requestor

CONTENT: To be determined by requestor

TITLE: CROSS-REFERENCE INDEX REPORT RPT 3041

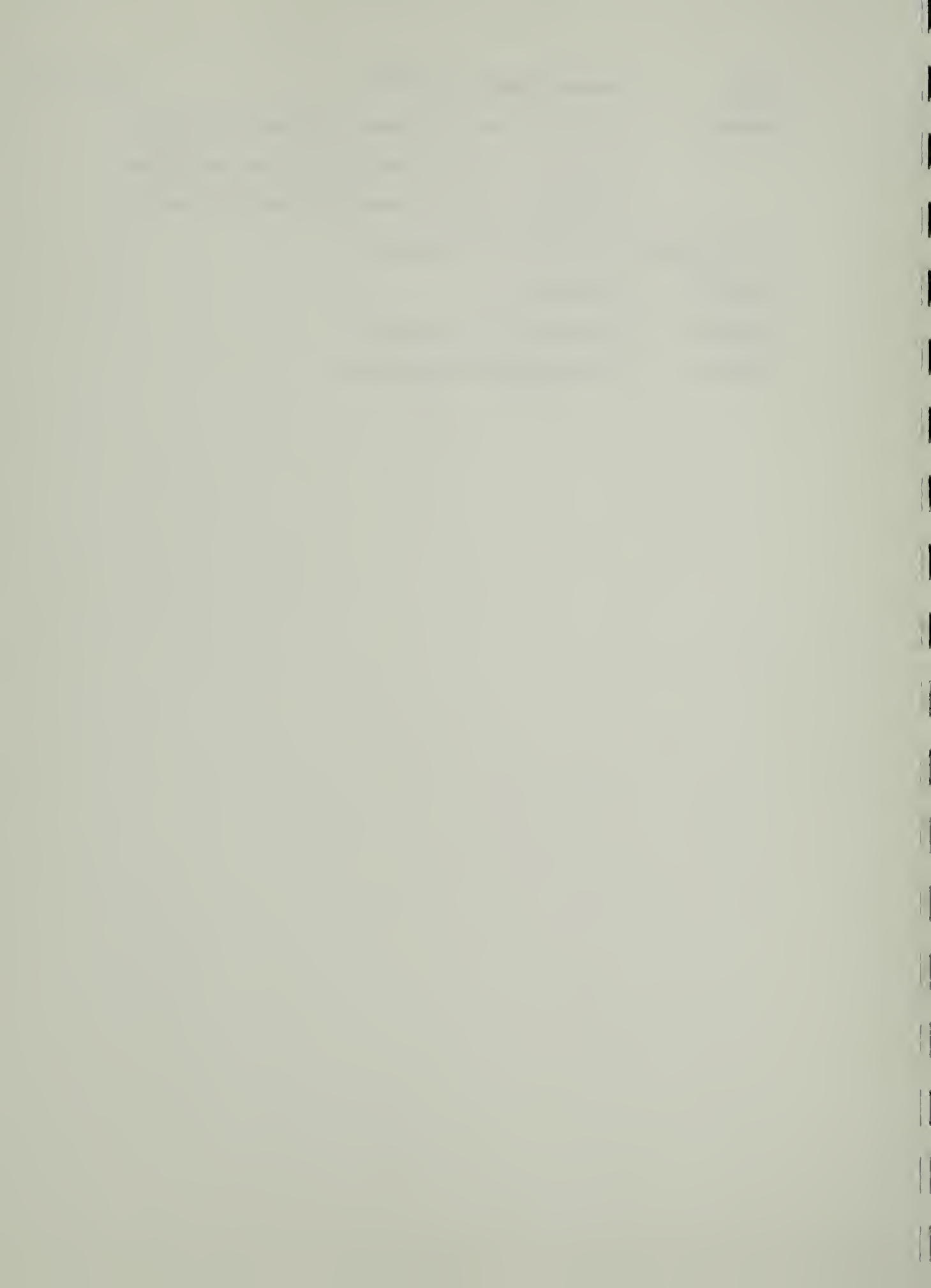
PURPOSE: To provide reports to cross-reference between any 2
data items. Will be restricted to such data items
as might be useful in locating a specific license.

DISTRIBUTION: To be specified by requestor

FREQUENCY: On-request

SEQUENCE: To be specified by requestor

CONTENTS: To be specified by requestor



TITLE: LICENSE ON-LINE INQUIRY SCREEN DISPLAYS RPT 305X

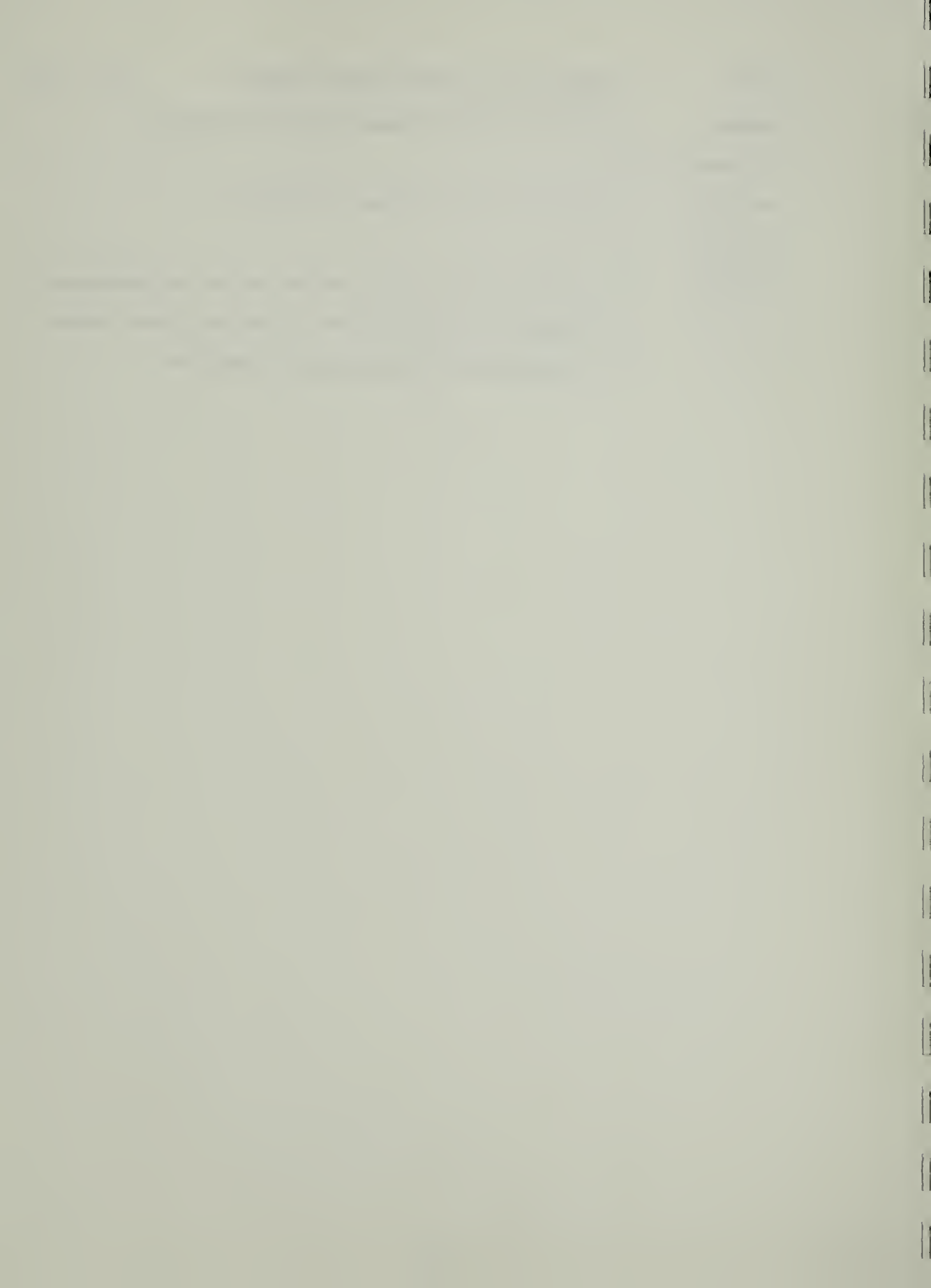
PURPOSE: To display license information from the data base.

DISTRIBUTION: N/A

FREQUENCY: On-request via CRT terminal (ie: 3275)

SEQUENCE: N/A

CONTENTS: The contents of the screen display will be the information contained in the data base for a specified license number with each data field appropriately identified.



TITLE: YEAR-END REPORT

RPT 3061

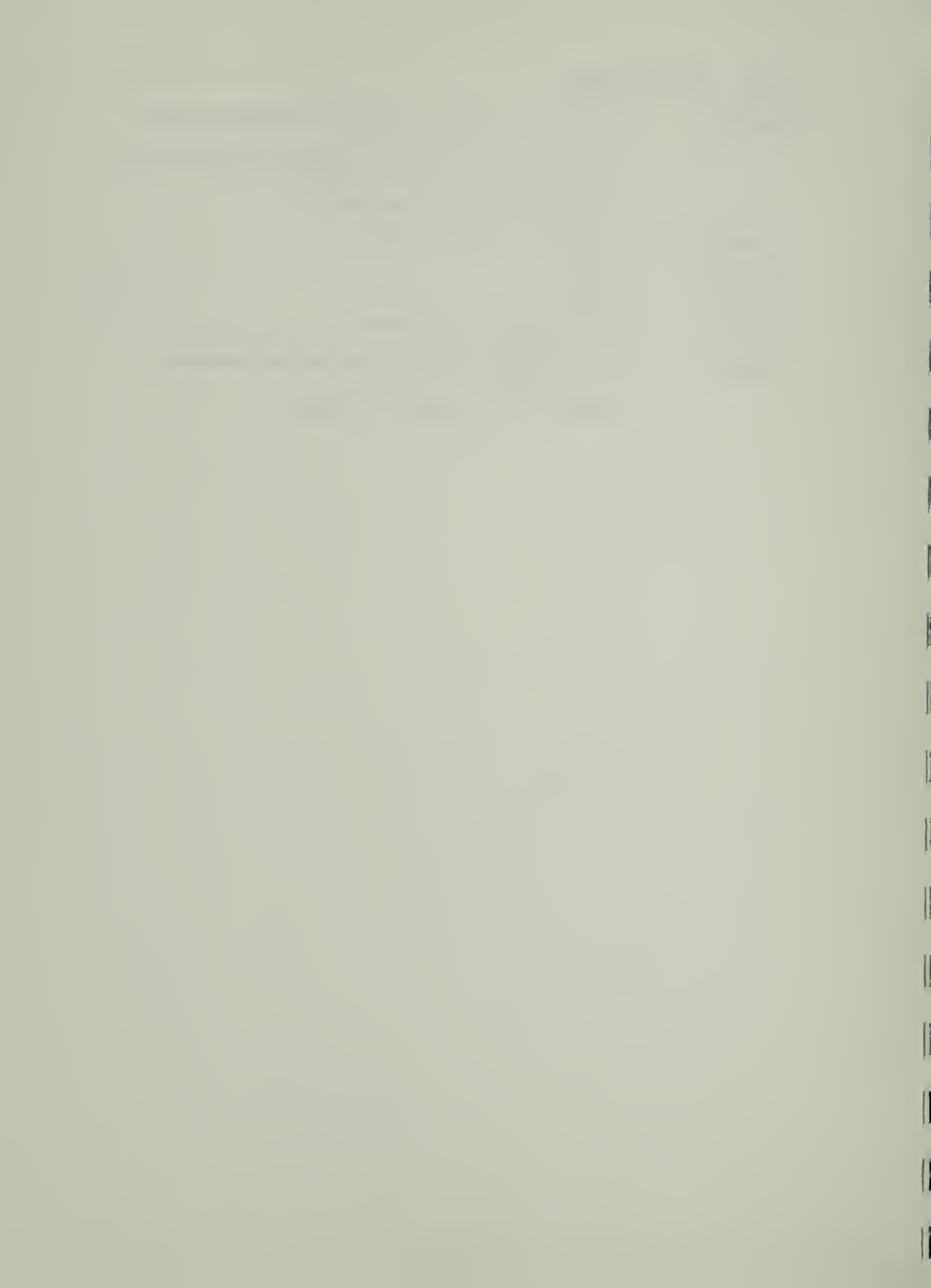
PURPOSE: To provide an audit trail of all maintenance and initialization functions performed on the data base. Report by individual sportsman.

DISTRIBUTION: 4 copies to License Bureau

FREQUENCY: Annual

SEQUENCE: Conservation License Number

CONTENTS: To be determined at time year-end maintenance, initialization logic is developed.



TITLE: RENEWAL APPLICATION

RPT 3071

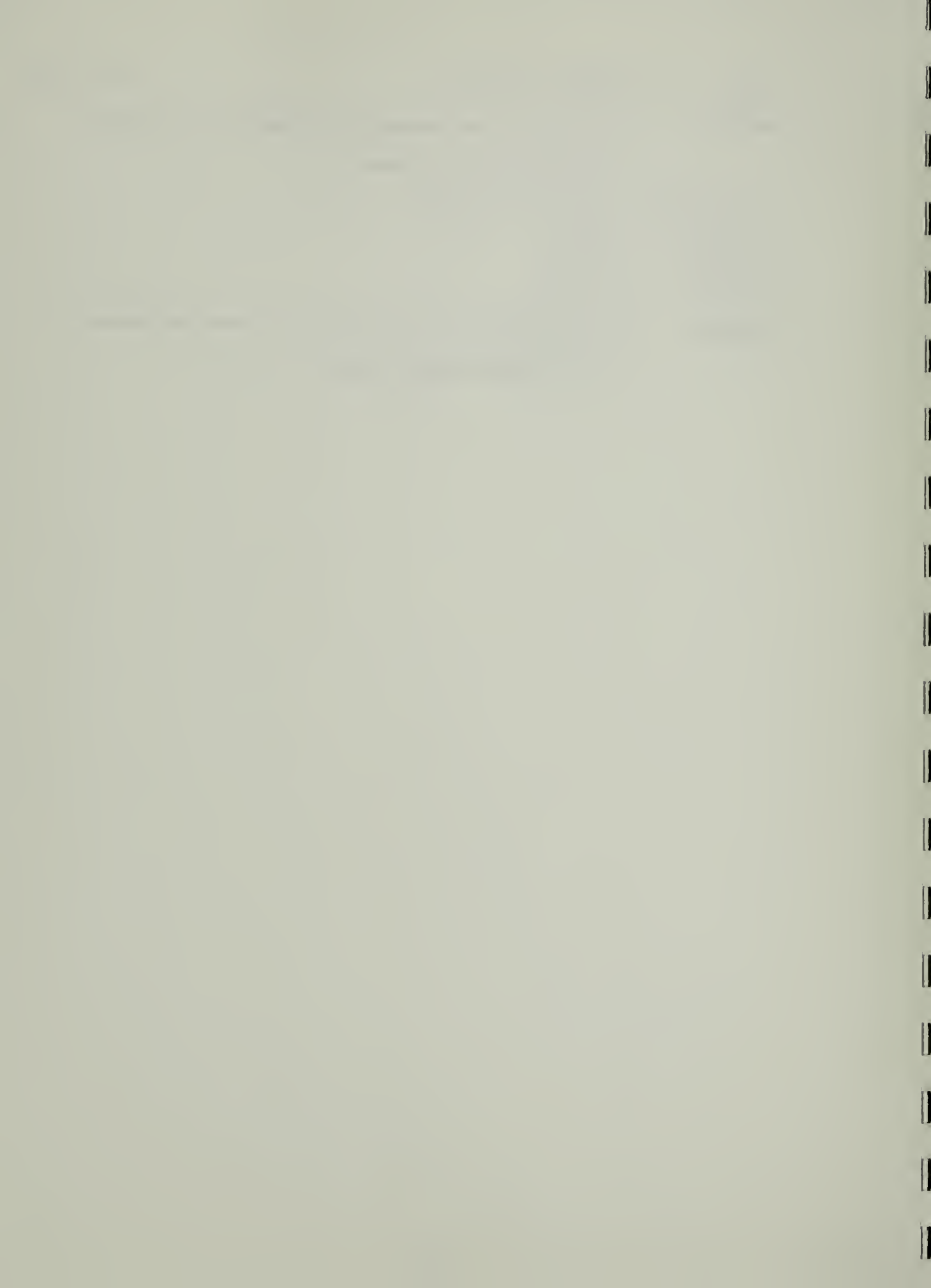
PURPOSE: To provide an application for renewal of a sportsman's
conservation license number.

DISTRIBUTION: 2 copies to sportsman

FREQUENCY: Biennial

SEQUENCE: Zip Code

CONTENTS: To be determined by Fish and Game at time they desire
to renew conservation Licenses.



TITLE: RENEWAL AUDIT REPORT

RPT 3072

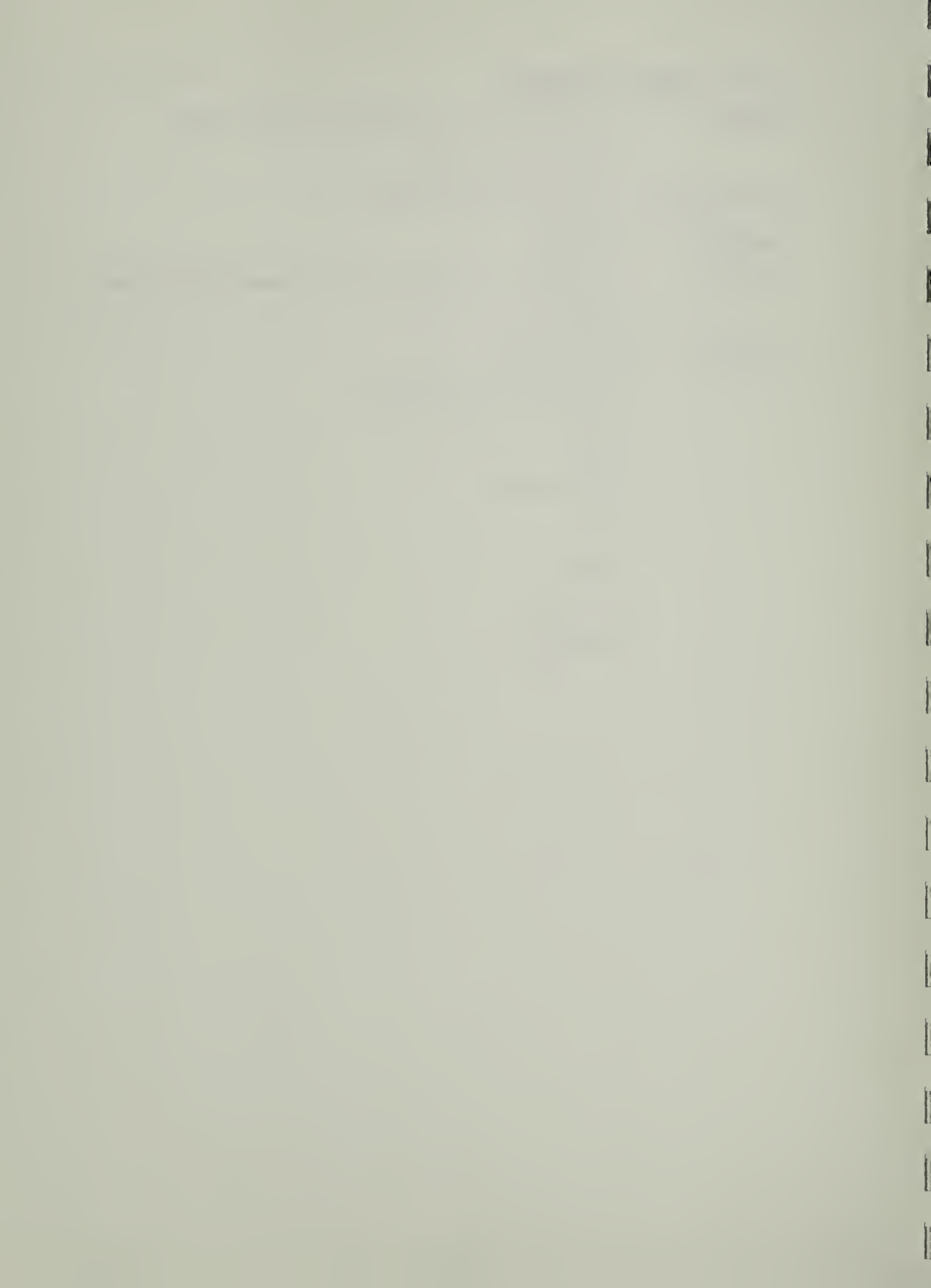
PURPOSE: To provide list of sportsmen to whom renewal applications are sent.

DISTRIBUTION: 2 copies to License Bureau

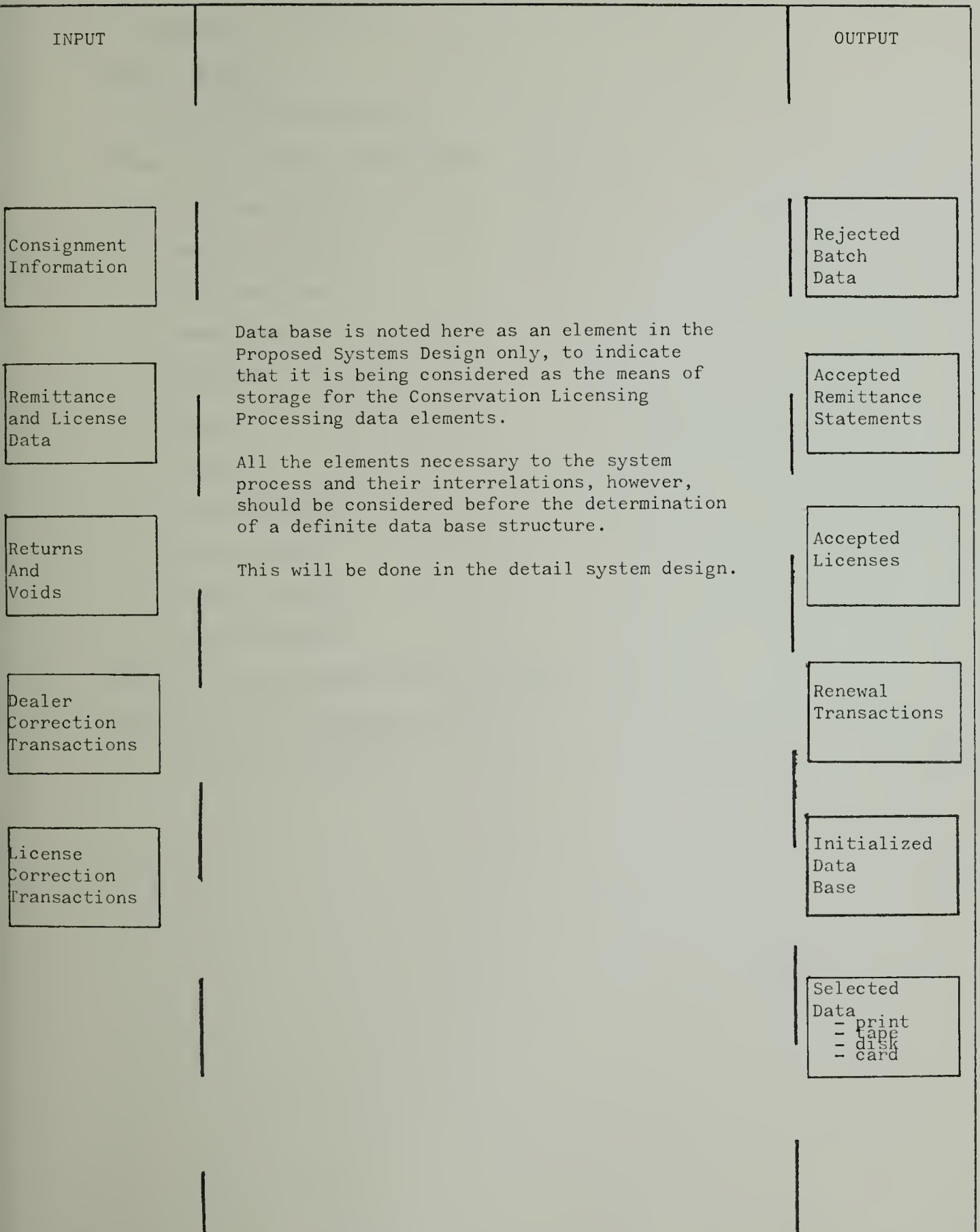
FREQUENCY: Biennial

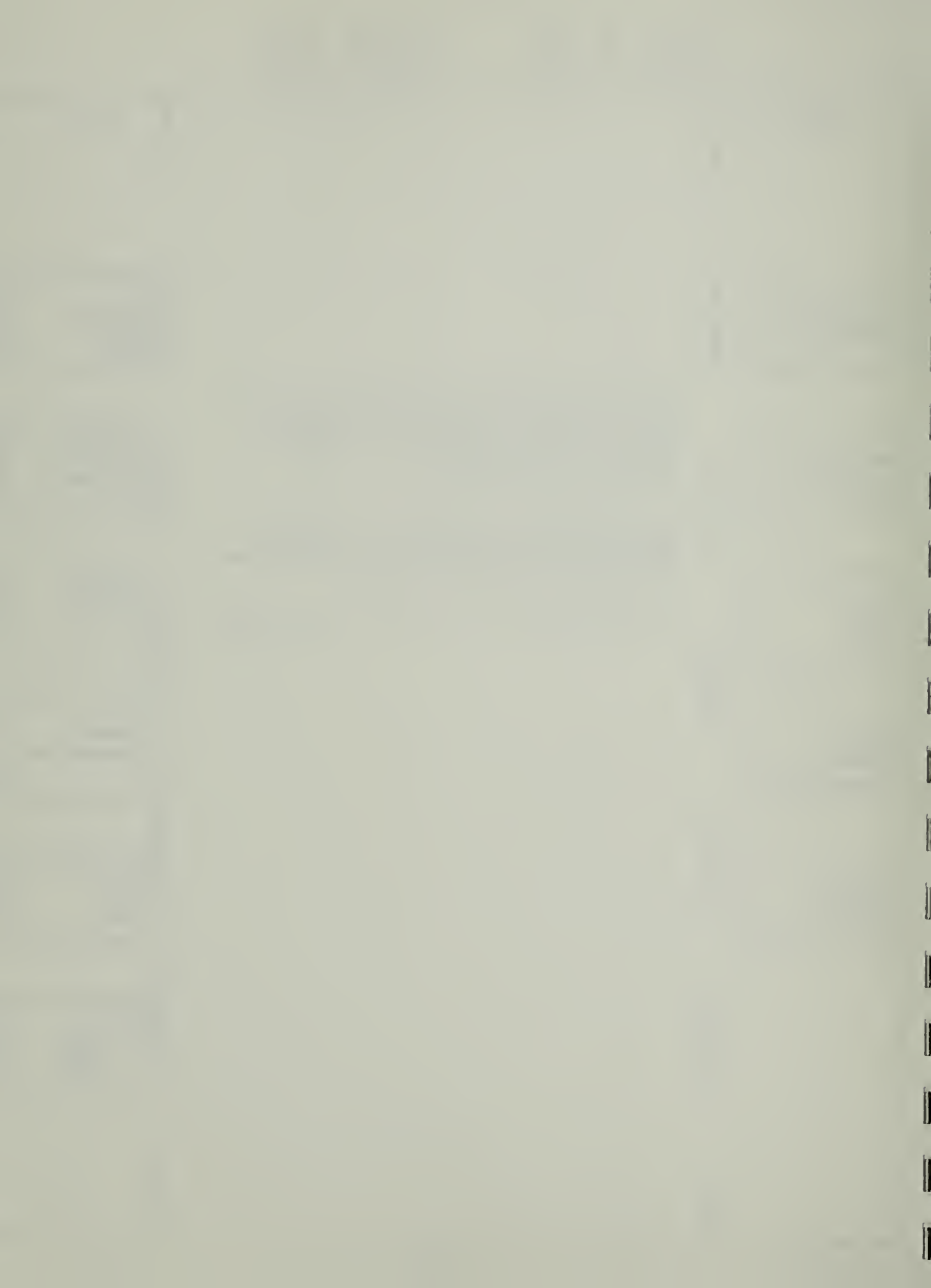
SEQUENCE: 2 reports -- 1 by name and 1 by conservation license number.

CONTENTS: ** Detail Line
Conservation License Number
Name
Street Address
City
State
Zip Code
Birth Date



DATA BASE





FILE CONTROL DATA ELEMENTS

License Year

Number Dealers

Number Dealers (Commissioned)

Number Dealers (Non-Commissioned)

By Dealer Type and License Type

Number Consigned

Value Consigned

Number sold

Value Sold

Number Void

Value Void

Number Returned

Value Returned

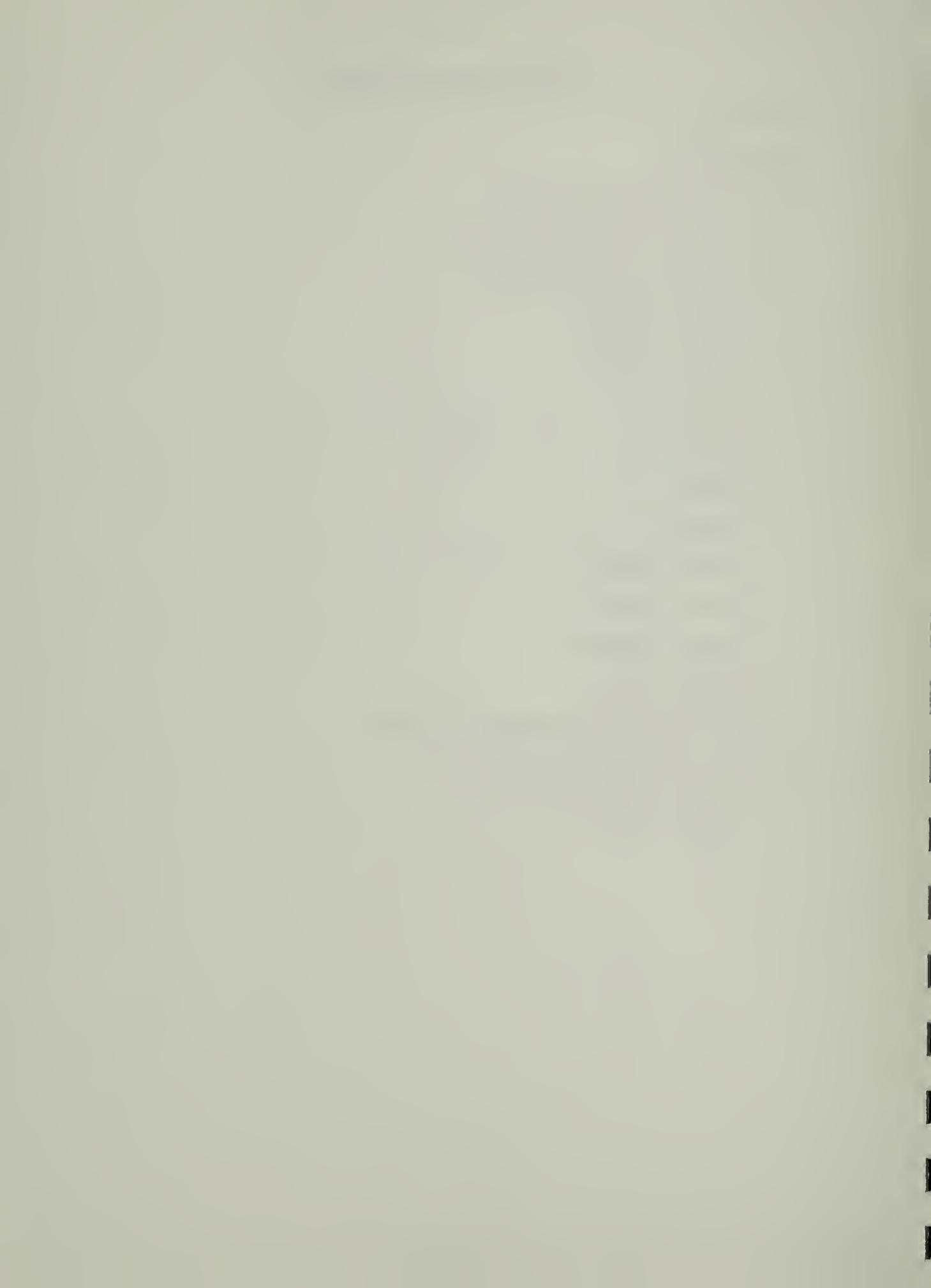
Balance (Number)

Balance (Value)

Number of Conservation Licenses Processed

Number of Licenses processed by type

Number range 0-99



DEALER DESCRIPTIVE DATA ELEMENT

Dealer Code Number

Name

Street Address

City

State

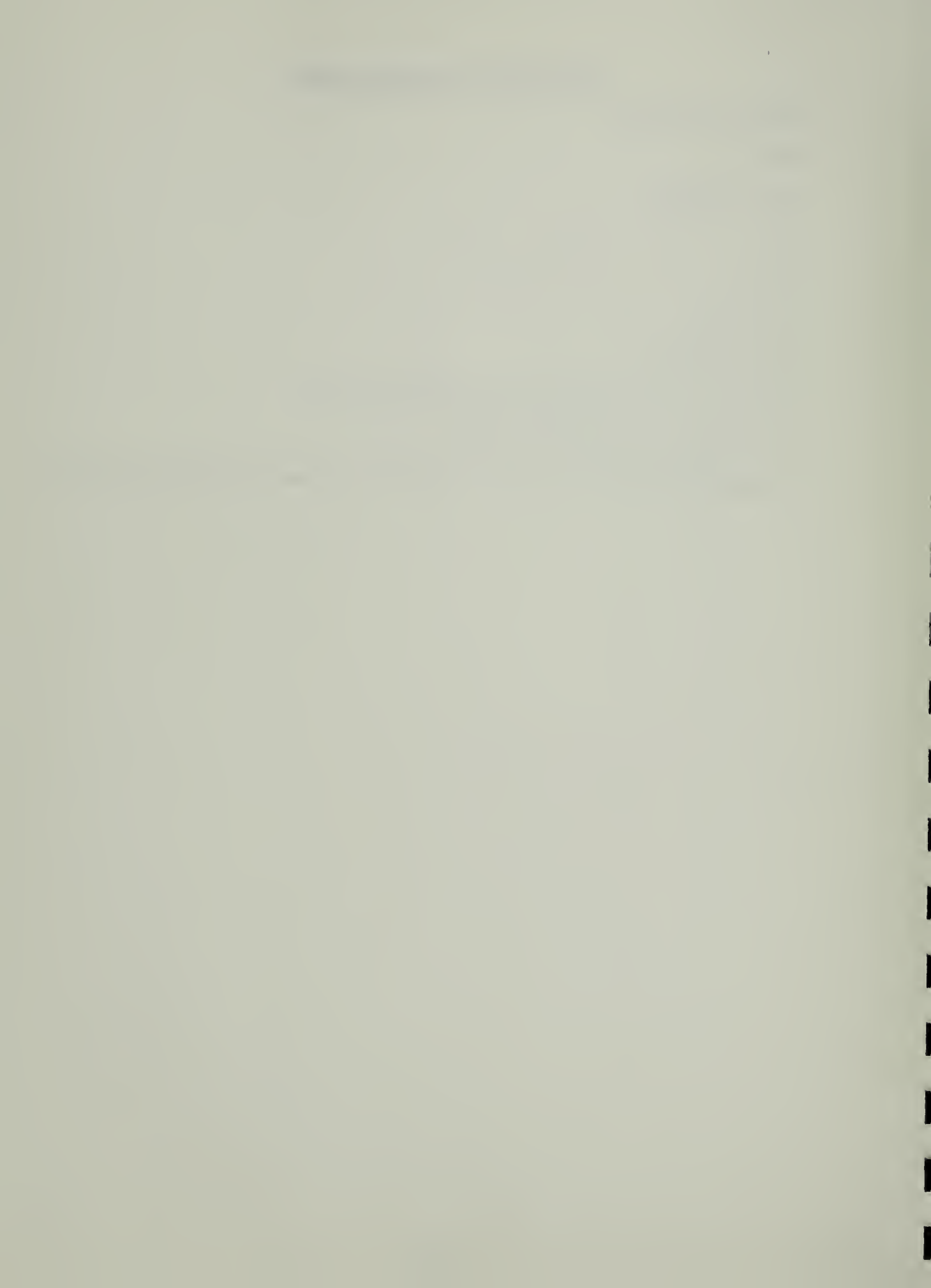
Zip Code

Region Number

Dealer Type Code (commissioned/non-commissioned)

Consignments (From member records)

Limited Dealer Status Code (ie: Fish only, N/R only, N/R fish only, etc.)



ELEMENTS OF THE CONSIGNMENT ENTRY

Consignment Number

Date Consigned

For each license type consigned:

License Serial Number range

Number of License Consigned



REMITTANCE CONTROL ELEMENTS

Batch Number

Dealer Code Number

Date Remitted by Dealer

For each License type:

 Date Processed

 Date Accepted

 License type

 Status (Accepted/Rejected)

 Number sold

 (Sales Dollars) Remitted

 Number Voids Returned

 Value of Voids

 Total Number (sold + voids)

Final Total Number Sold

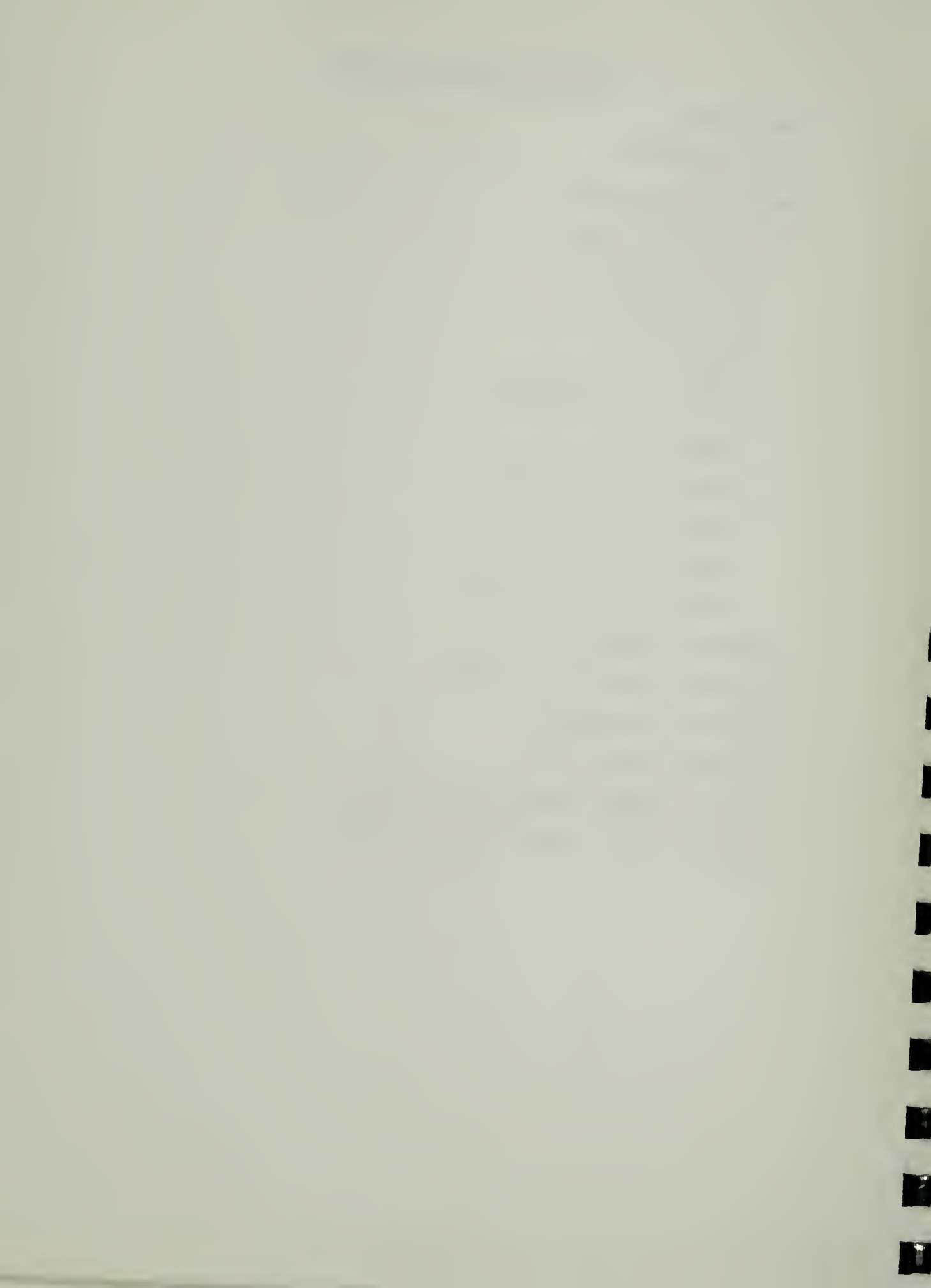
Final Total Sales Dollars Remitted

Final Total Voids Returned

Final Total Value of Voids

Final Total Number Licenses (sold + voids)

Final Total Amount (sales + value of voids)



CHANGE CONTROL ELEMENTS

Date of Changes

For each License type:

Number Licenses changed

Number Licenses deleted

Value increased or decreased (+ -) Sales

Value increased or decreased (+ -) voids

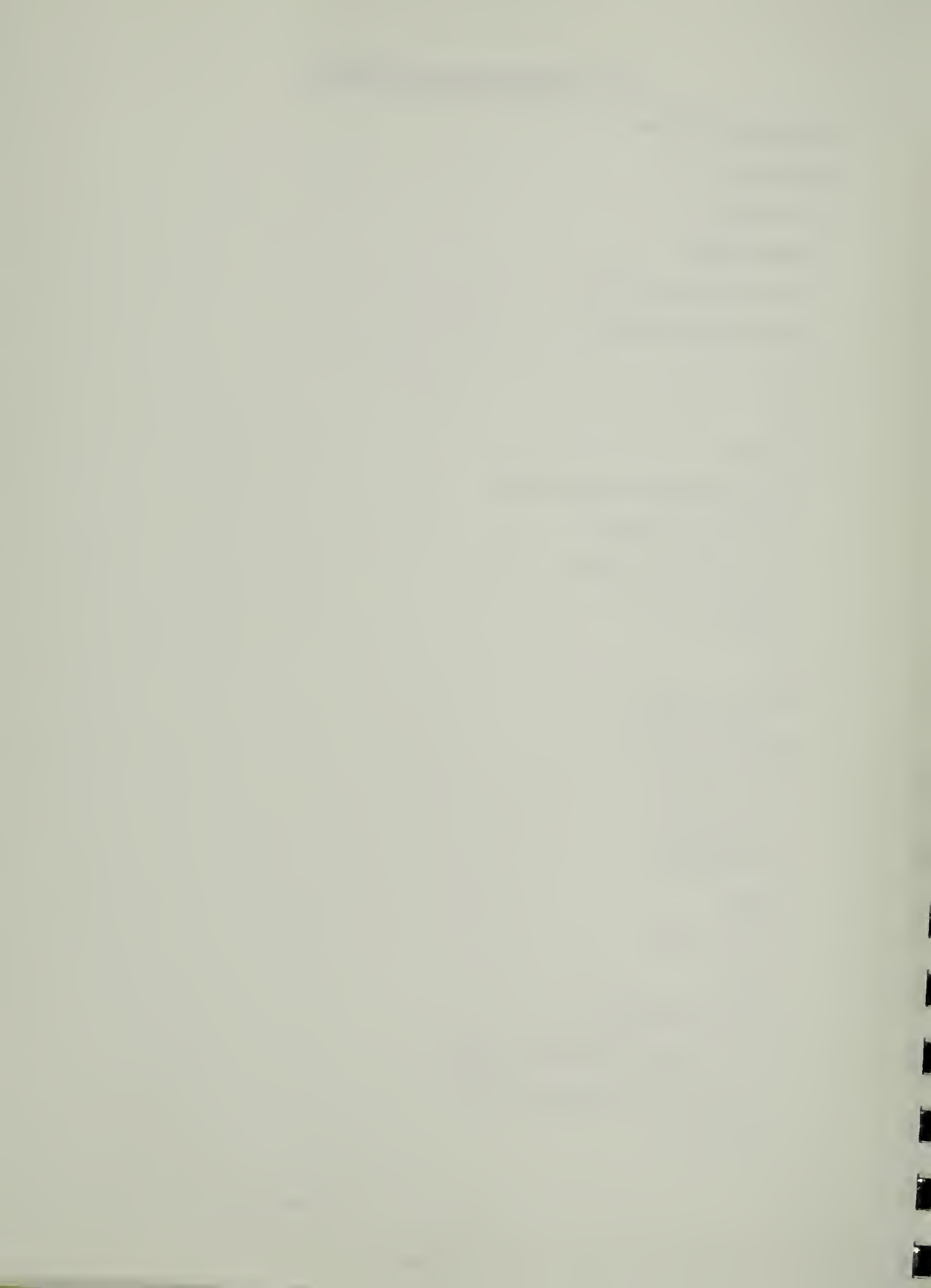
Value increased or decreased (+ -) returns



DATA ELEMENTS DESCRIBING SPORTSMAN

Conservation Number
Last Name
First Name
Middle Initial
Street Address (Line 1)
Street Address (Line 2)
City
State
Zip Code
Telephone Number and Area Code
Drivers License Number
Social Security Number
Residency Code
Sex
Height in Inches
Weight in Pounds
Color of Eyes
Color of Hair
Date of Birth
Region
Date of Issue
County
Date of Remittance
Dealer Number (From owner record)
Batch Number (From owner record)
Occupation

(continued)



DATA ELEMENTS DESCRIBING SPORTSMAN

(continued)

Hunter Safety Certificate Number

Renewal Status

Violation Status

Military



DATA ELEMENTS DEFINING A LICENSE

License type

License sequence number

Dealer number (From Owner Record)

Date of issue

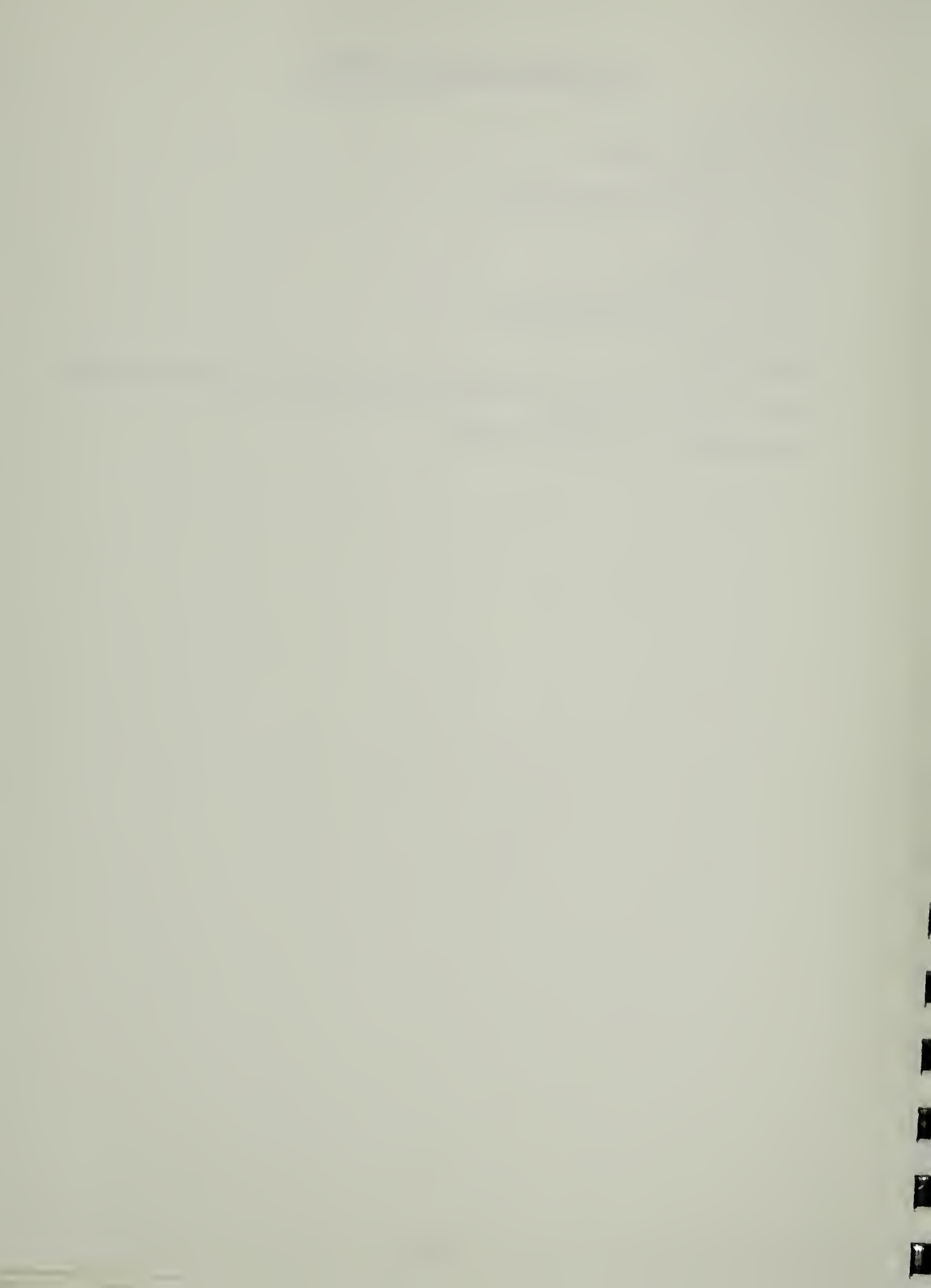
Date of remittance

Batch number (From Owner Record)

License Status

Reserved space for drawing elements (for only licenses subject to drawings)

Data pertinent to duplicate license



DEALER CONSIGNMENT DATA (Input)

Dealer Code Number

Consignment Number

License Serial Number Consigned (Range)

Number Licenses Consigned

Date Consigned



BATCHED REMITTANCE AND LICENSE DATA (Input)

**Batch Header Data

Batch Number

Dealer Code Number

Date Remitted by Dealer

For each license type:

License type

Number sold

Sales Dollars remitted

Number voids returned

Value of voids

Total Number (sold & voids)

Total Amount (sales & value of voids)

Final total number sold

Final total sales dollars remitted

Final total voids returned

Final total value of voids

Final total number licenses (sold & voids)

Final total amount (sales & value of voids)

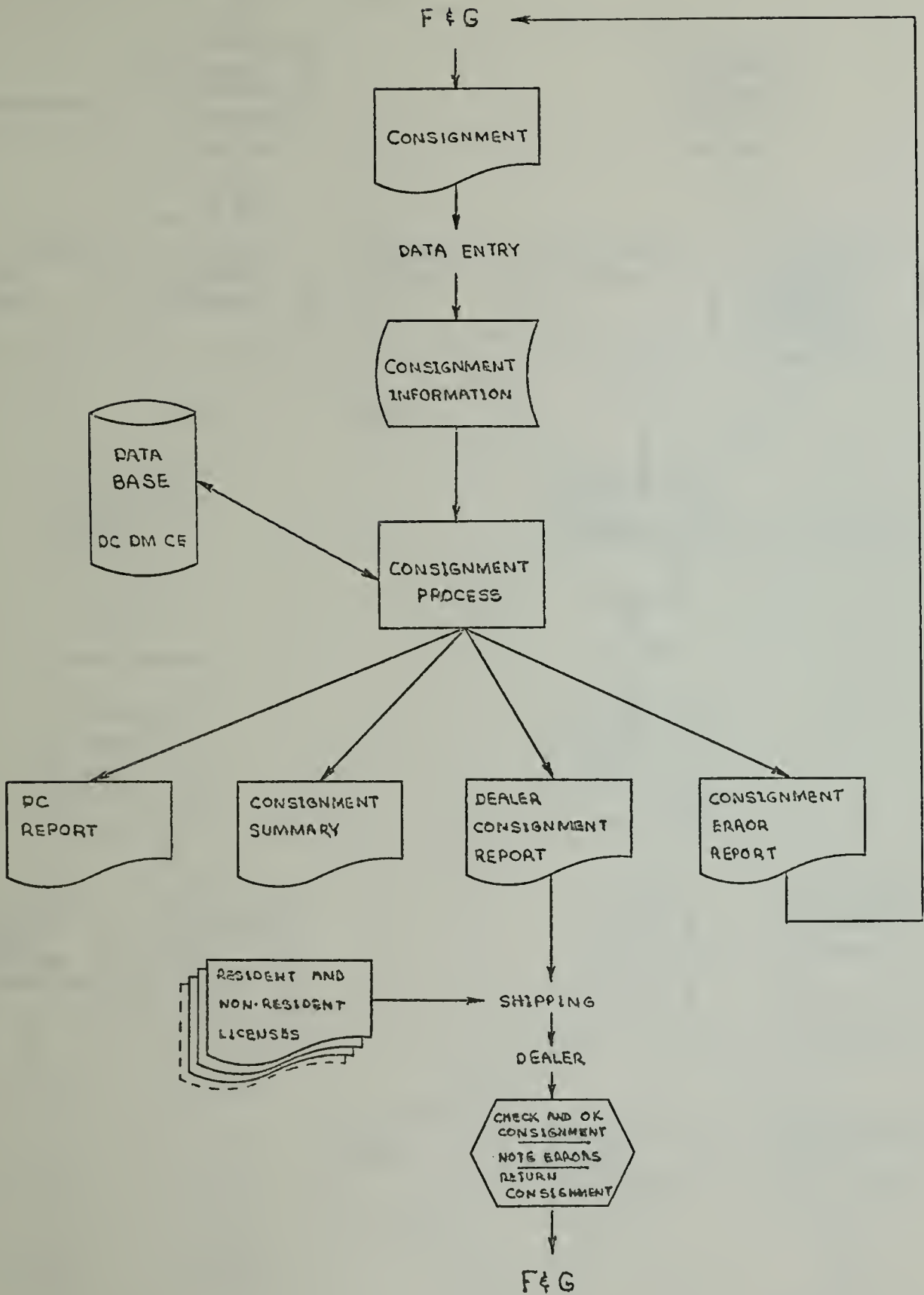
**License Data

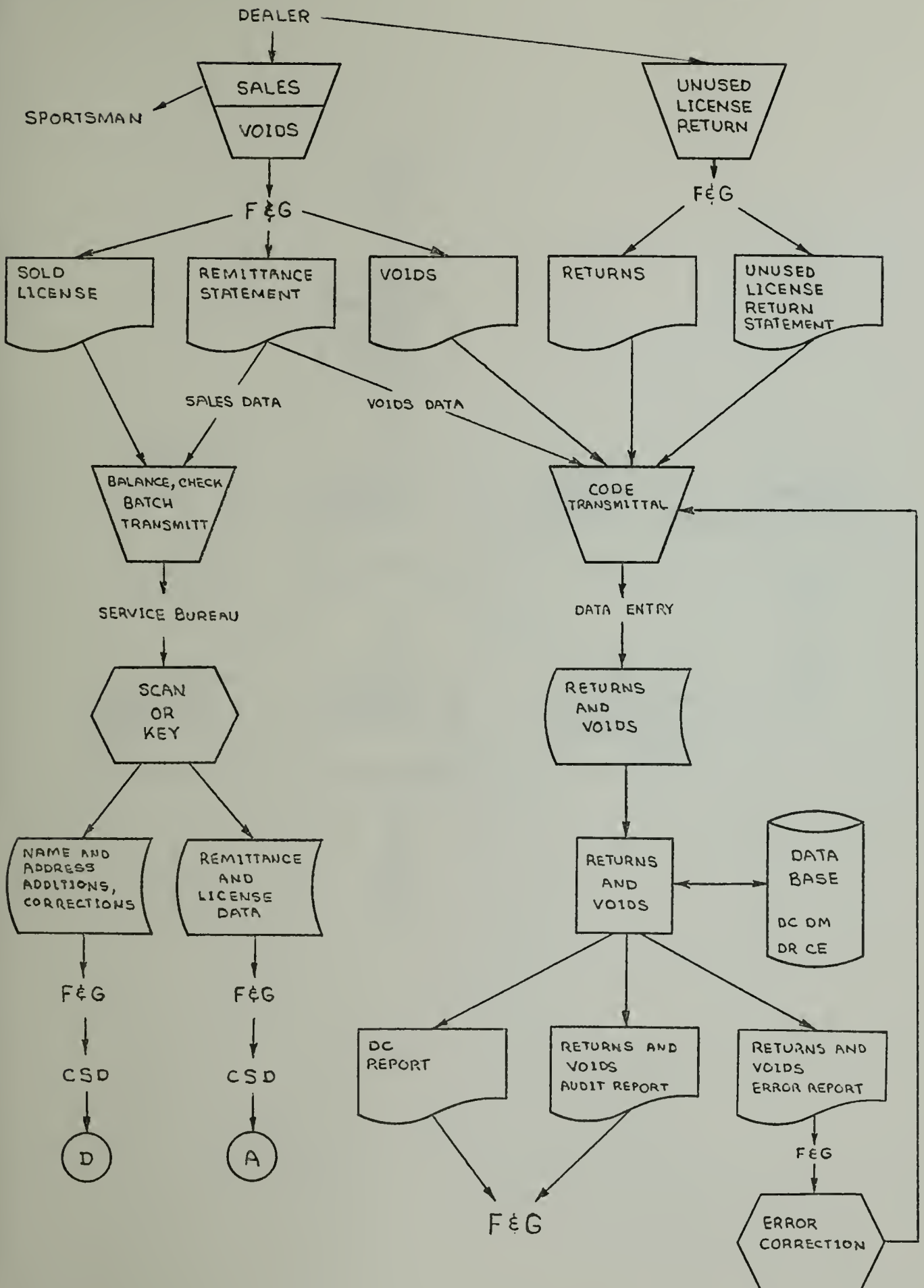
Conservation license number

Date license sold (MMDD)

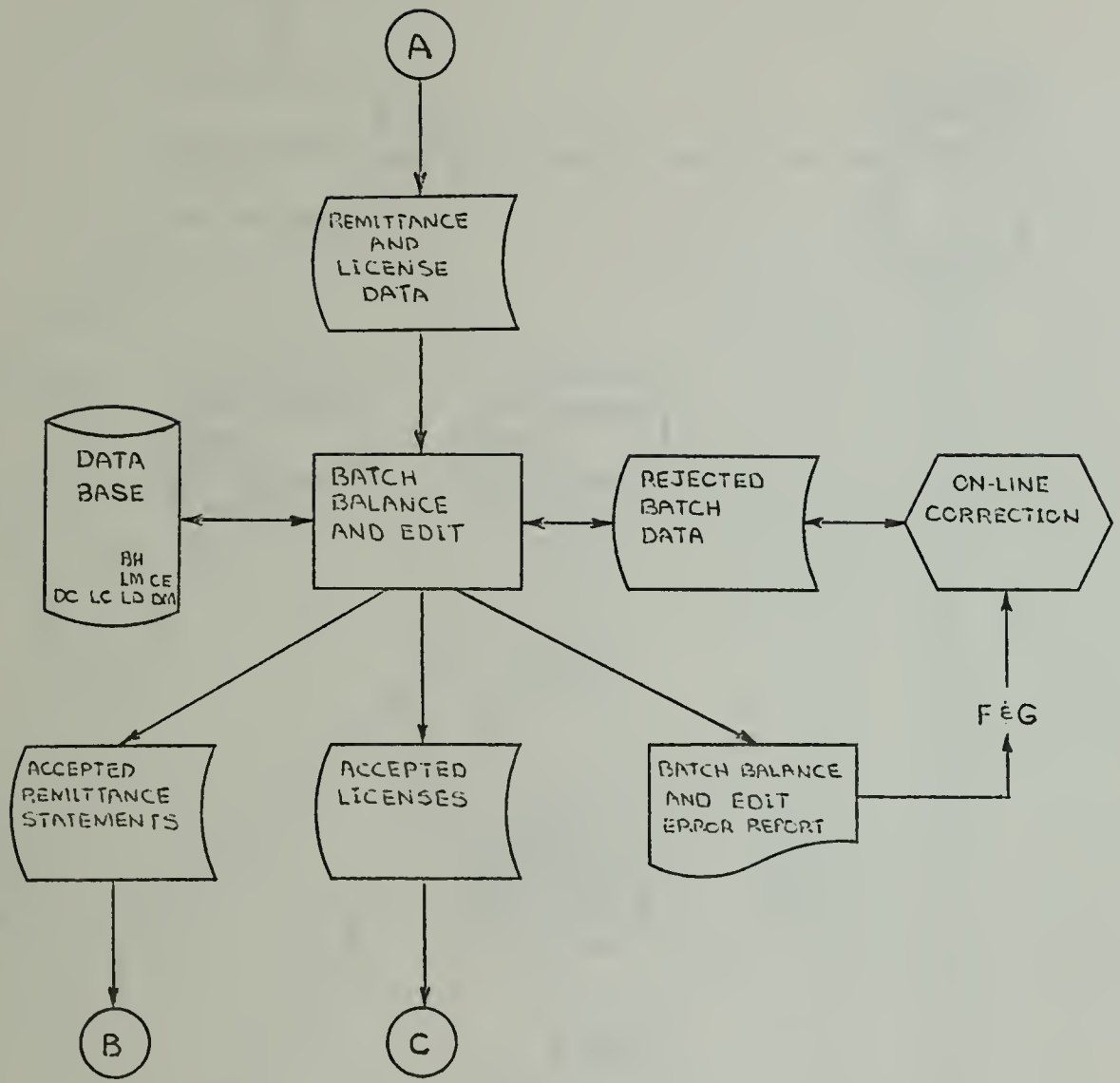
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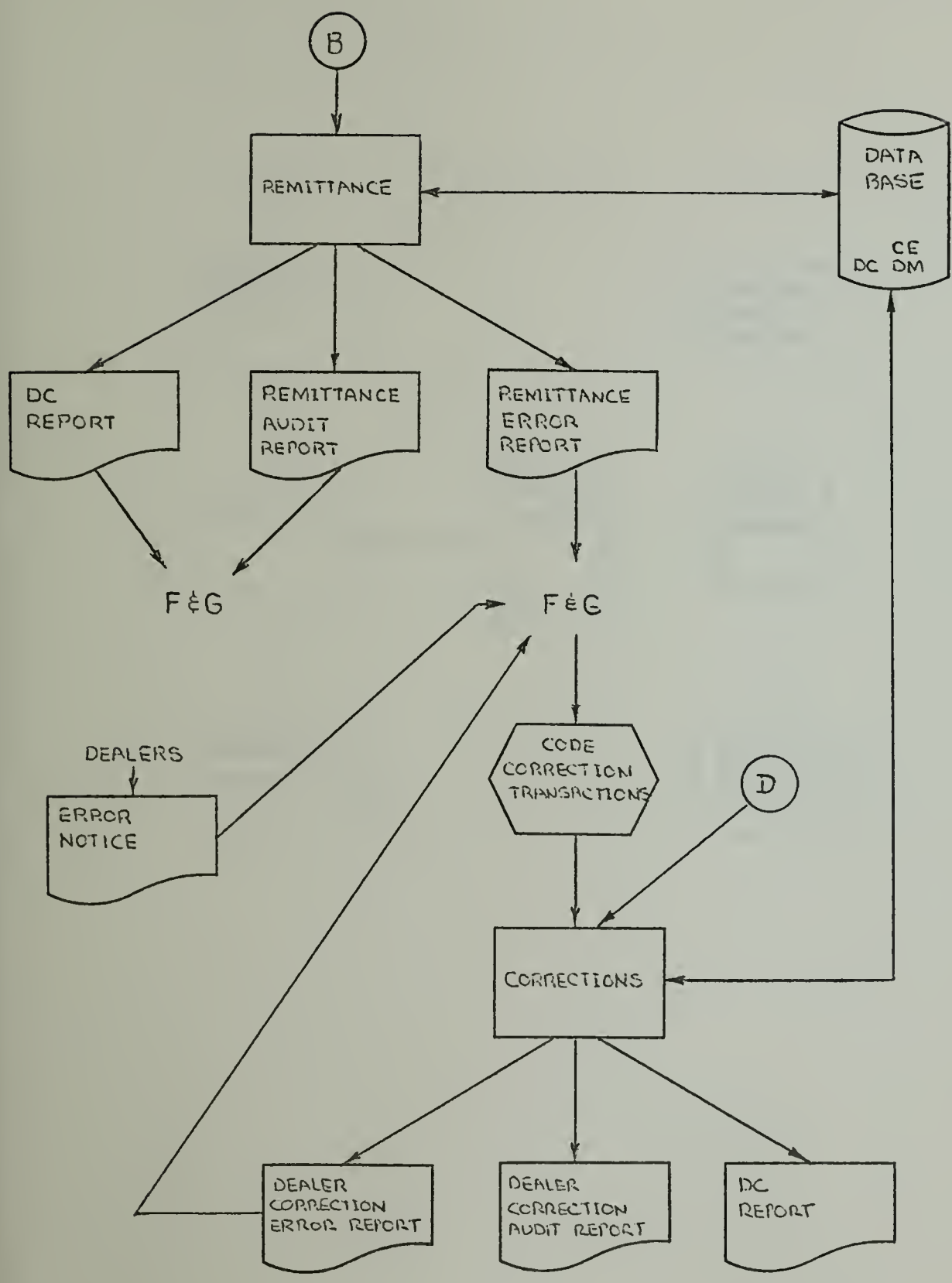
License sequence number

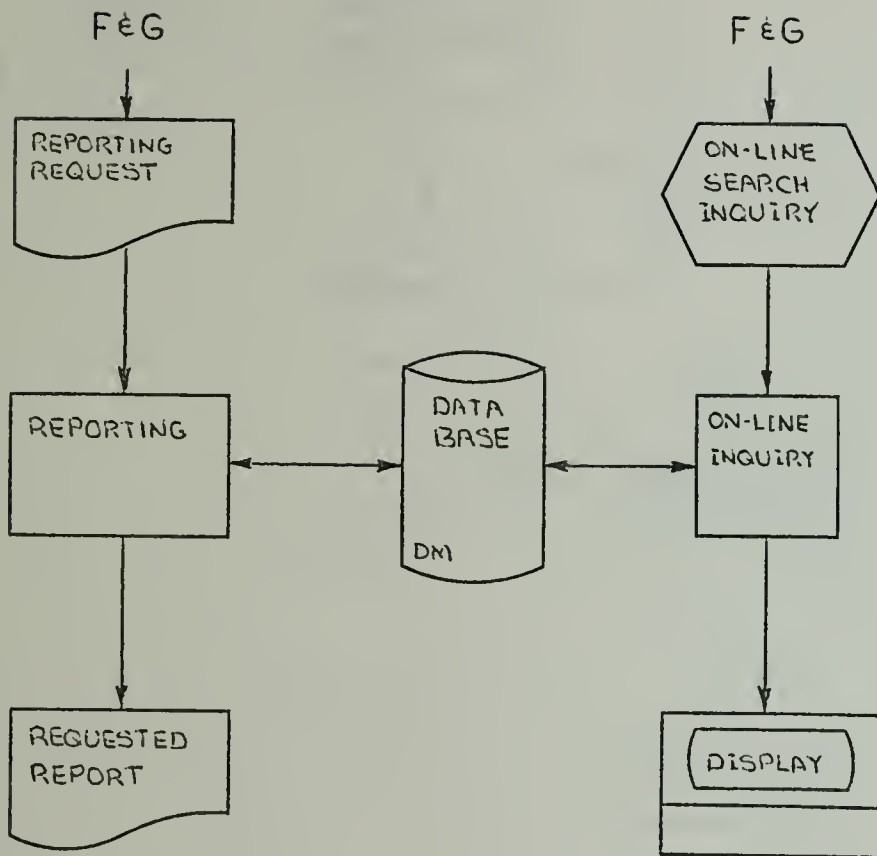


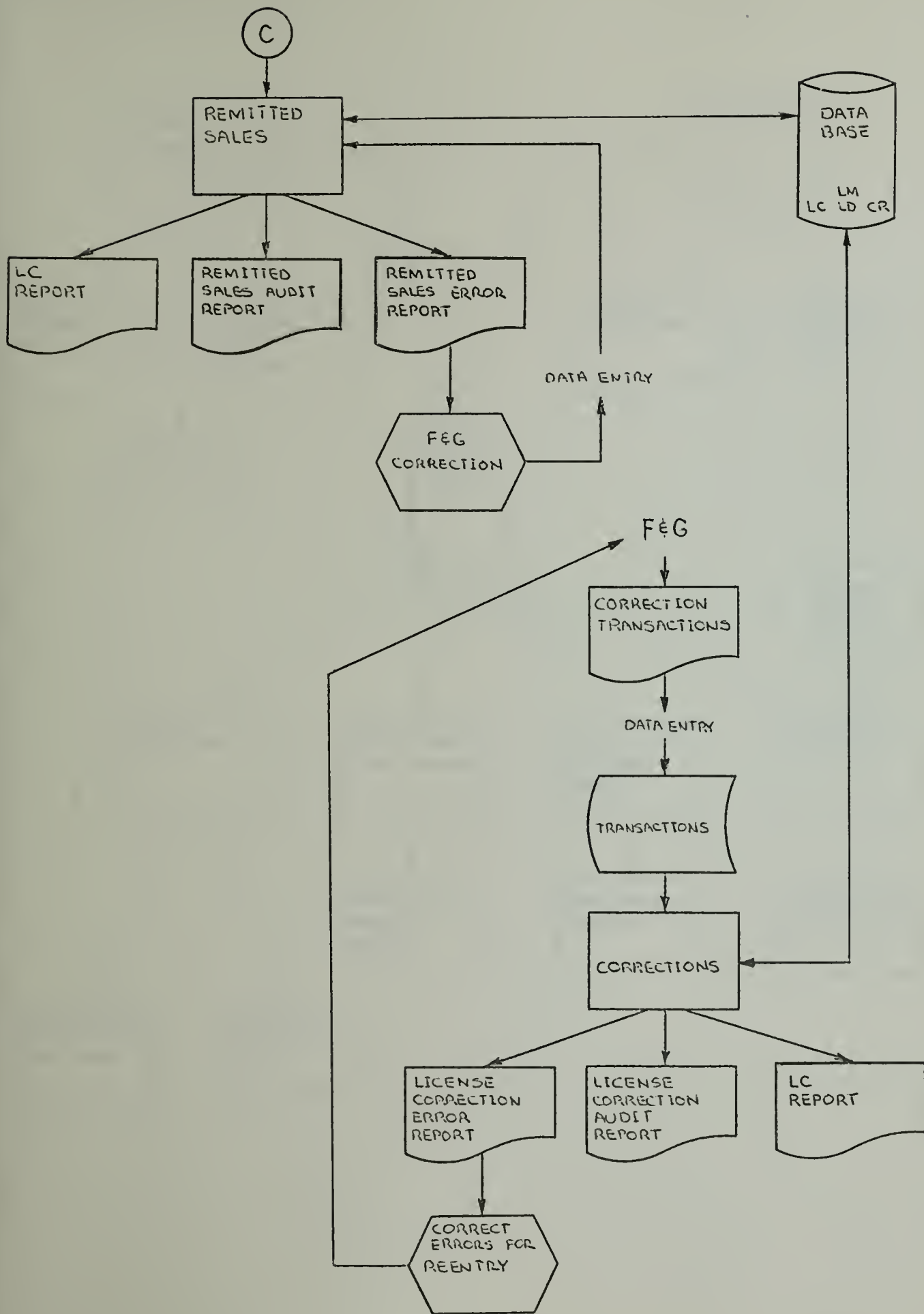


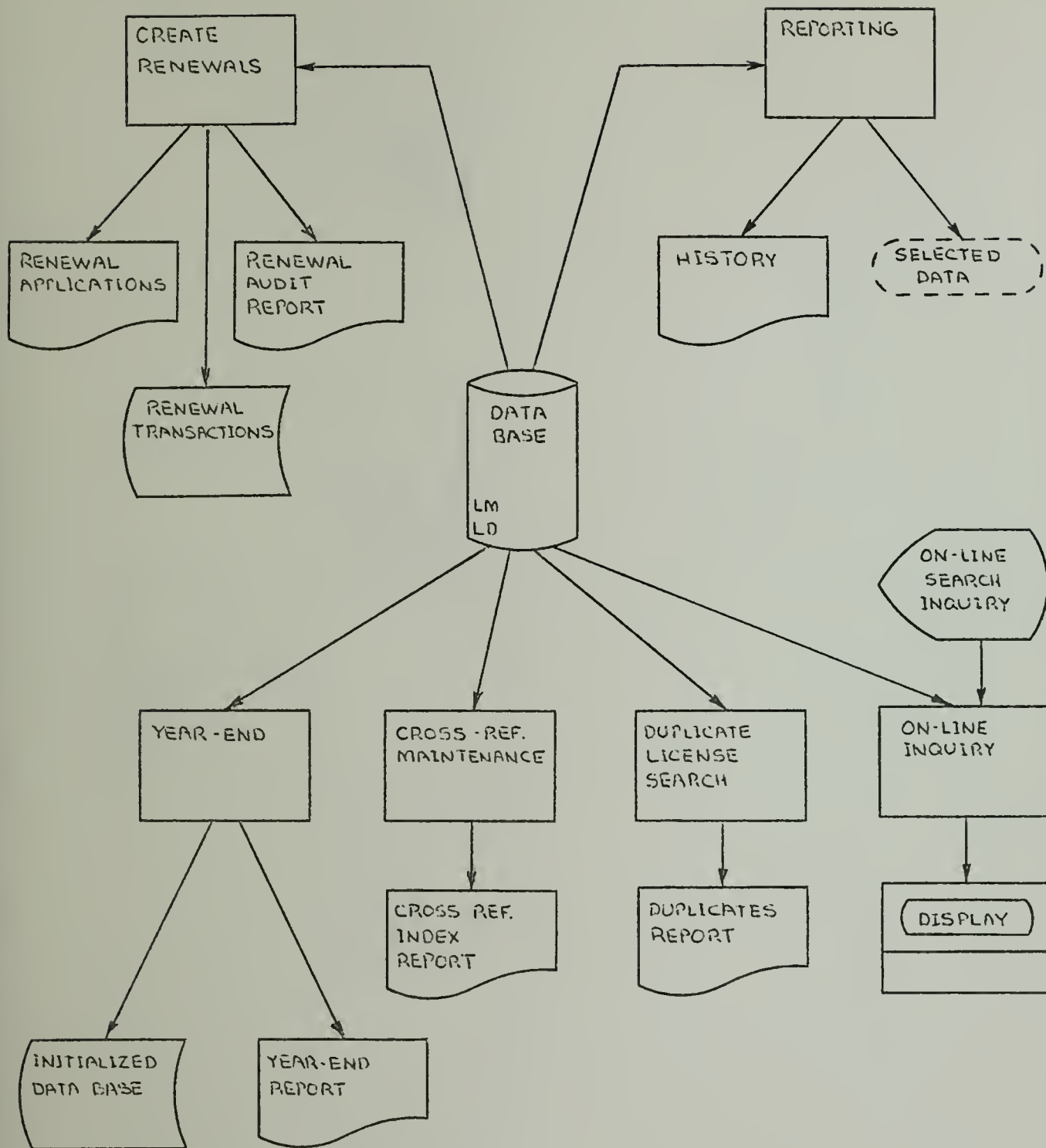


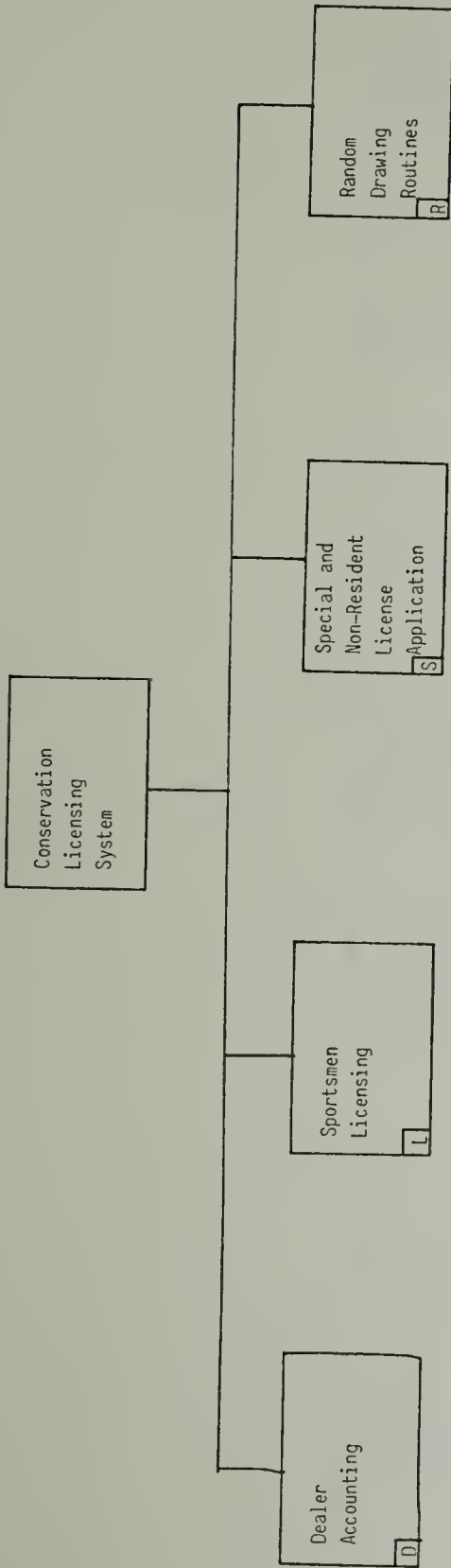




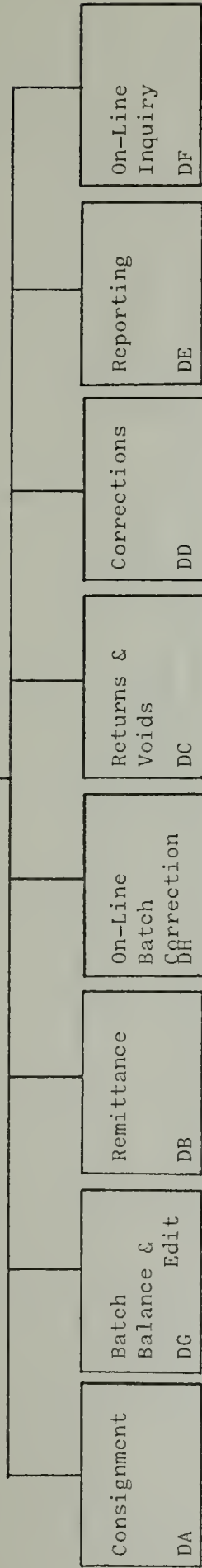


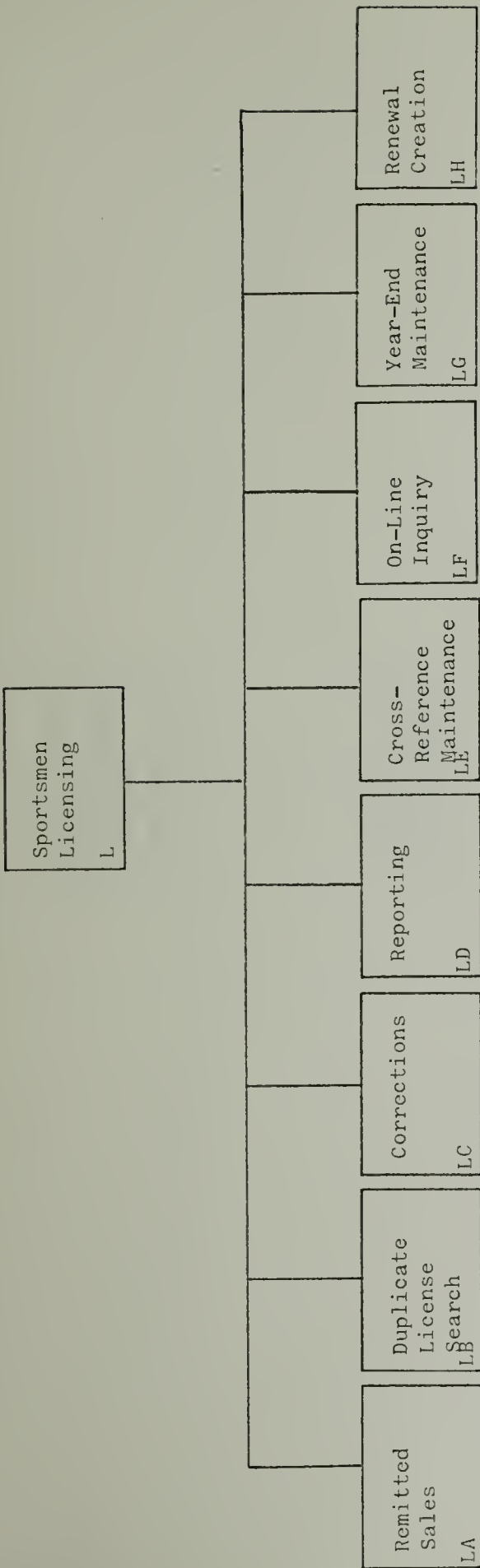


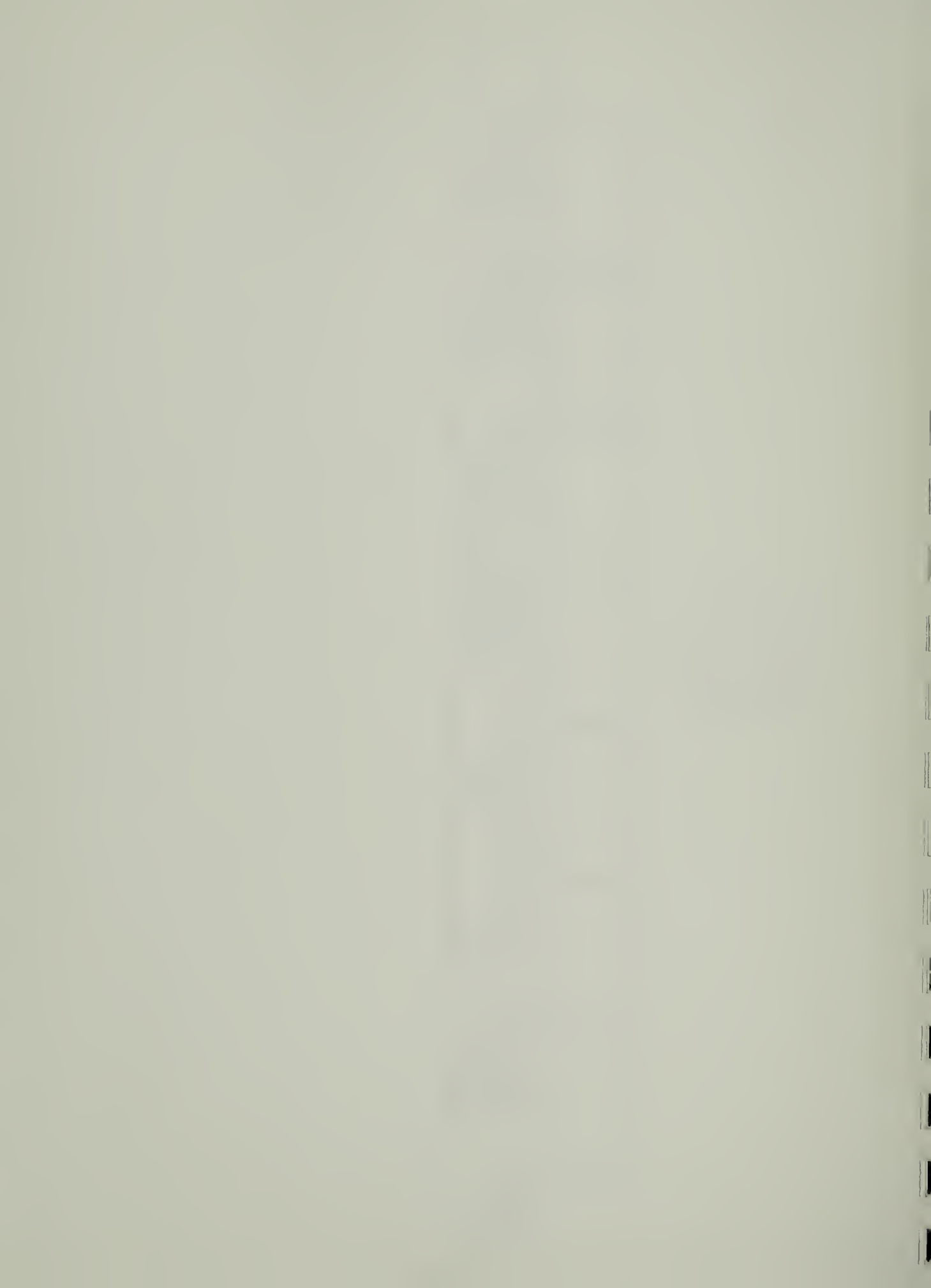




Dealer
Accounting
D

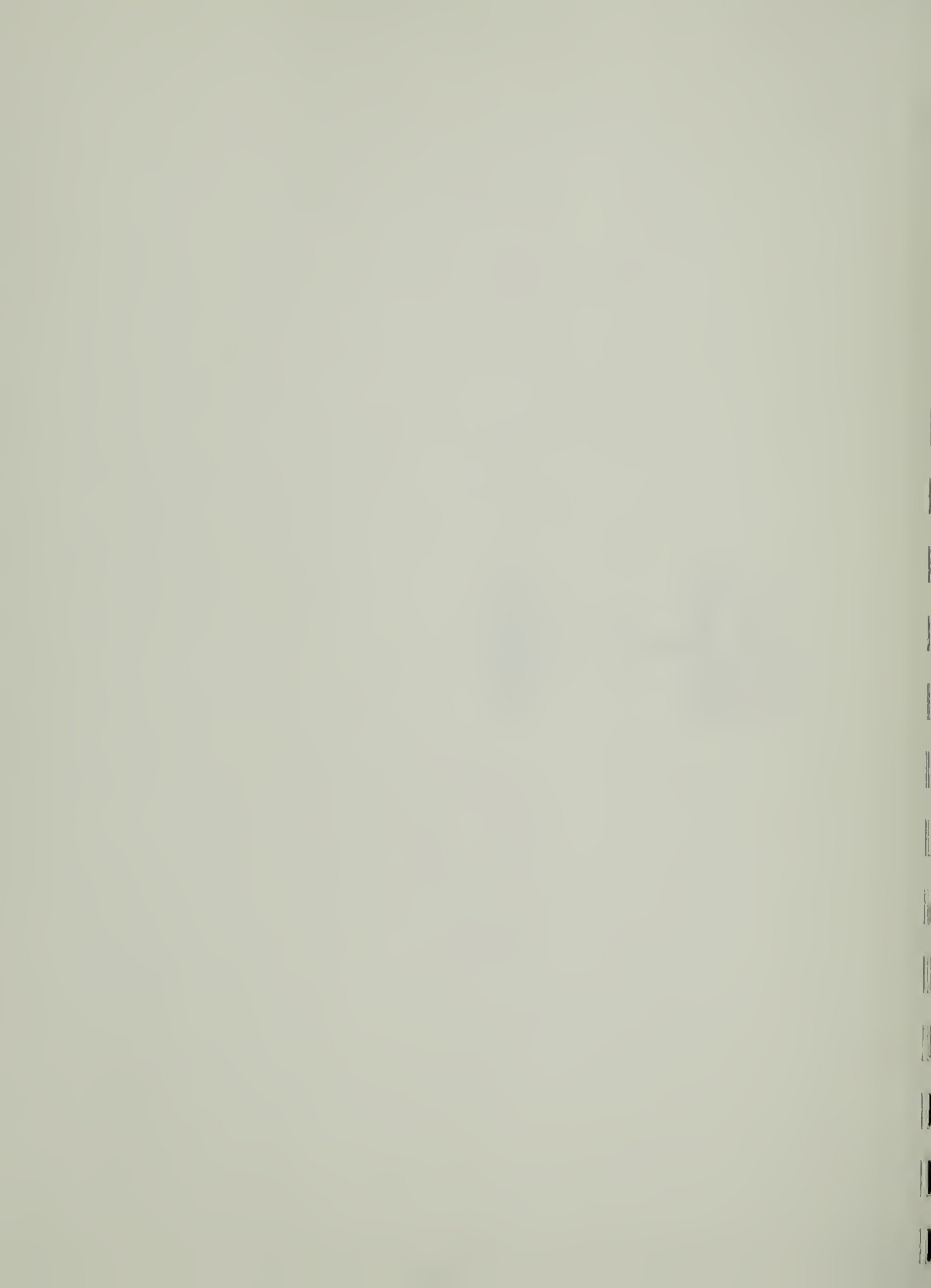






Special &
non-resident
License
Applications

Phase II
Development



Random
Drawing
Routines
R

Phase II
Development

GLOSSARYAUDIT REPORT:

A report generated to show the results of an input transaction or internal system function (ie: calculation, initialization, etc.).

BATCH BALANCING:

The function of verifying via the computer system that the number of transactions stated to be in a batch do physically exist in the batch.

BATCH ELEMENTS:

The licenses in a dealer remittance that are of the same license type.

BATCHES, BATCHED, BATCHING:

The inclusion of a limited number of like transactions for a control group.

CHANGES:

See Corrections.

CONSERVATION LICENSE:

The license that each resident and non-resident sportsman must purchase prior to purchasing any fishing or hunting license. No hunting or privileges go with the conservation license except: resident sportsman over 62 years of age (Pioneer Conservation License) may fish and hunt birds, non-residents purchasing a \$50 bird and fish or \$225 big game license which includes the conservaticn license.

CORRECTIONS:

Any transaction submitted to the system to in some way alter the data base. Includes adding records, deleting records and changing one or more data elements within a record.



CROSS-REFERENCE:

Refers to the relationship established between 2 data elements of the same record. The elements are usually key control fields (ie: license number, name). Files and/or reports are prepared containing these elements in ordered sequence.

DATA BASE:

Refers to the compendium of information (data elements) maintained by this system. May be used to refer to the process invoked to maintain the information.

DEALER, LICENSE AGENT, AGENT:

An individual, agency, or business appointed by the Director, Department of Fish & Game to sell state hunting and fishing licenses and any permits or certificates prescribed by the Department.

DEPARTMENT:

The Department of Fish and Game.

FONT:

See OCR.

HUNTER SAFETY:

The requirement that a sportsman ages 12 through 17 must complete hunter safety training in order to purchase a hunting license.

LICENSE:

Any license (or stamp) purchased that conveys hunting or fishing privileges. May also refer to conservation license. Sometimes also referred to as a "tag".

OCR:

Refers to the equipment or process possessing the capability of "reading" characters from a printed form. The characters must be of a specific style (font) (ie: Farrington E7B, OCR A, etc.).

ON-LINE:

Refers to a technique involving the storage of data in the computer system in such a fashion (on disk) that it can be immediately retrieved and visually displayed using a terminal (CRT with keyboard) connected directly to the computer system. It is possible that in addition to retrieving and displaying the data, it may be changed (corrected) and stored back in the computer system, but this capability to update the data required quite a great deal of added programming.

PERMIT:

Any certificate issued by the Department that in some way extends the hunting or fishing privileges conveyed by a license to a specific license holder (ie: special deer or special elk).

PLASTIC CARD:

The resident conservation license will take the form of a plastic card (like credit card). The card will contain conservation license number, name and expiration date. Military personnel may have a card of a different color than other residents.

REMITTANCE:

The process whereby a dealer sends (remits) the Department the following items:

Remittance Statement.

Sold Licenses.

Voided Licenses.

Conservation License Applications.

Money collected from sold licenses.

RENEWAL:

The process of creating an application form to be used by the sportsmen for renewing their conservation license for a subsequent 2 year period.

RESIDENCY STATEMENT:

Statement signed by sportsman declaring his Montana residency.

RETURNS:

Licenses left unused at the end of the season which are returned to the Department. Licenses returned by a dealer going out of the license sales business.

SCAN:

See OCR.

STAMP:

See License.

TAG:

See License.

VIOLATION:

An infraction by anyone of the Department laws, rules and regulations.

VOIDS:

Licenses that a dealer incorrectly completes must be voided and send to the Department to obtain proper credit. See also Remittance.

FUTURE APPLICATIONS

An entity, such as the Department of Fish and Game, should be considered as a system. Within this system are lesser entities, subsystems, with interrelationships between one another. This can be taken through various levels to the individual employee functions.

This document has concerned itself with responsibilities of the Central Services Division. Future expansion of the Conservation Licesning System is possible and, although the specifications of other systems are very tenuous, the design does provide an interface.

The provisions made are generally in the area of the data base structure and related data elements. Efforts have been made to eliminate data redundance and minimize duplication of functions.

The attached data base structure sheet serves as an illustration of the responsibility and relationship between areas.

The areas we have addressed ourselves to in the Conservation Licensing Processing System include the identification of the sportsman, the license area, the dealer and his remittances. Consideration has been given to the needs expressed in the area of surveys.

The next phase will consider special drawings, fees, and preference.

In the future, consideration may be given to the implementation of Montana Outdoors subscriptions, Hunter Safety and violations into the data base structure.

The accounting area might be addressed, if in no other way than generation of input to SBAS.

